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ABSTRACT

Information on the establishment of the Western Center (WC) of Wayne County Community College (WCCC) is provided along with recommendations for future development. Section I focuses on various aspects of the administration of the Western Center "launch," highlighting the importance of: (1) periodic status reports as exact indicators of progress and ways of targeting new concerns or tasks; (2) the plan of action, which included the development of an organizational structure, determination of goals, establishment of priorities, and development of the budget; (3) the establishment of a Field Office for concentrating launch activities; and (4) mobilization of citizen and community support. Section II explains the budget development process, offering a series of recommendations for improving financial procedures. Section III focuses on instructional programs, enumerating crucial program development tasks, describing the development of the first schedule of classes, and commenting on faculty involvement. Sections IV and V describe the publicity and recruitment campaigns of the launch, highlighting staff publicity efforts, the services provided by a formal ad agency, liaison with the campus Admissions Office, and the linkage between student recruitment and instructional advising. Appendices provide staffing plans, information for advisory board members on ways of supporting the launch, budget information, lists of publicity and recruitment objectives, and the first schedule of classes. (AYC)

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REPORT ON THE LAUNCH OF THE WESTERN CENTER WAYNE COUNTY COMMUNITY COLLEGE

FROM JULIUS BROWN

JC 850 416

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Report on the Launch of the Western Center

From: Julius R. Brown
Regional Dean

Perspective

This report is designed to cover the major points relating to the Western Center Launch. The Launch began in earnest in the Fall of 1980. Having been in the Western Region for almost a year, I had become familiar with the area, a number of its citizens and resources. The report will contain seven sections. Various points will be discussed under each topic with recommendations for the future following closely after.

Organizations of the Report

I. General Administration of the Launch
   A. Status Reports
   B. Plan of Action
      i. Organizational Structure
   C. Establishment of Launch Effort - Field Office
   D. Mobilizing Citizen and Community Support

II. Budget Development

III. Instructional Programs
   A. First Schedule of Classes
   B. Faculty Involvement

IV. Publicity Campaign
   A. Staff Publicity Efforts
   B. Formal Ad Agency

V. Recruitment Campaign
   A. Liaison with Admissions Office
   B. Linking Student Recruitment and Instructional Advising

VI. Other Recommendations

VII. Conclusion

I. General Administration of the Launch

A. Status Reports

The first task innvolved in getting the Launch started was the development of a status report in late Fall of 1980 to provide an analysis of what has been accomplished and to establish tasks to be completed. The status report was the first planning document because it provided a basis for planning all aspects of the Launch. The practice of doing periodic status reports was quite helpful in terms of keeping the full picture in sight and identifying new concerns or tasks to be completed.

Recommendation 1.

In any Launch effort, there should be periodic status reports compiled by the Regional Dean which conveys her/his perception of the current status of the Launch. Such reports serve as exact indicators of Launch progress at a specific time. The reports point out areas of need, deficiencies, convey information on completed tasks and is a convenient vehicle of communication to top college administration as a whole.

Recommendations 2.

Unity of Command - Single

First and foremost it must be established that the Regional Dean is the commander of the launch effort. All matters relating to the Launch must go through that person. It is the only way a balanced, coordinated, effective and well-organized launch can be run. It means that there must be a single chief executive officer who is clearly responsible for the overall launch and has the authority and/or influence to accomplish launch goals.

B. Plan of Action

After the exact status of the Launch was determined, a plan of action was developed which included the development of an organization structure for the Launch, determination of goals, establishment of priorities and development of budget. While these various aspects were important enough to require individual development as a specific package, it was always with the understanding that the various parts constituted the "plan of action."

1. Organization Structure

The organization structure for the Launch was based on staff and arrangements which were useful in the Downriver and Downtown Launches. The organizational chart contained in Appendix I is the basic organizational structure used in the Western Launch. While the numbers changed and there were some additions late in

the Launch, the organization essentially remained the same. Minor variations and changes in the number and type of staff occurred in order to take advantage of unique opportunities which arose during the Launch. Description of additional personnel for the Western Launch are contained in the Budget Development section.

Recommendation 3

The plan for "organization structure" is a basic and key element for the Launch. Answers to questions such as who, how many, how deployed and so on is crucial for a successful launch. It must be done early in the launch and the key developer should be the Regional Dean.

2. Goals

The major goal of the Western Launch, in simplestic form, was to open a quality facility in the Fall of 1981 with at least 3000 student seats. This task was fought with problems or challenges such as:

-There are too many colleges in the Western Wayne County already.
-WC_3 is viewed as a Black College and whites will not attend.
-WC_3 is seen as a Detroit College and Western Wayne County students will not attend.
-WC_3 will not be able to operate the center for lack of enrollment.
-WC_3 reputation is so bad historically in Western Wayne County that no students will come.
-Current upherals at WC_3 will keep students away.

Given these strongly held perceptions, it became all the more necessary to develop the very best launch possible. With the one overall goal established and sanctioned by the College family, the process of breaking the goal down to sub-catagories began. Areas were instructional, student services, business/facilities, publicity, recruitment, field office and budget development. Other regional administrators were charged to develop their areas and goals for themselves. After that they were charged with developing along with their staff, more specific goals for each of their staff members. Appendix II has example of a goal sheet.

Recommendation 4

The process of goal development and the development of staff objectives is the next logical step in the process. It's very important that an overall, simple and direct master goal for the Launch be established and endorsed by the College leadership at

the beginning of the Launch. The second step of translating the overall goal into staff objectives must be done "with staff" not just for staff. It's essential that a sense of ownership, pride and enthusiasm be generated.

3. Establishment of Priorities

Because any center launch is a multi-faceted enterprize, a process of continuously indicating what the priorities were was necessary in the Western Launch. All aspects were important but some were more crucial at one point in the Launch than others. As Regional Dean, I had to constantly indicate what the priorities were. Starting the Launch in January of 1981, our first priority was community awareness and new student recruitment.

Recommendation 5

The Regional Dean must constantly assess what the priorities are at various times. He/she must be willing to shift, reaffirm or discard priorities in force for more appropriate ones.

C. Establishment of Launch Effort - Field Office

Getting the Launch Effort going really revolved around the establishment of a Western Center Field Office. This accomplished three objectives. First it provided space for staff and resources because current facilities in the area were too small. Secondly it provided a place for the concentration of Launch activities which was very important in terms of coordination and motivation of staff. Thirdly the Field Office provides a highly visible and accessable place so that community people can identify with the coming of the new center.

The location for the site of the Western Center Field Office was in a mini shopping center directly across the road from the site of the new center. The address was 9820 Haggerty Road and there was paved parking. It was a newly constructed building and we sub-divided the interior with furniture and petitions. As in the Downriver and Downtown Launch, the Field Office worked very well.

Recommendation 6

For reasons stated above, the use of a Field Office or a method of establishing a special Launch Unit should be employed. Also its recommended that the Regional Dean and the majority of recruitment and publicity staff be located in that Field Office or special unit.

D. Mobilizing Citizen and Community Support

In the Western Launch, the major citizen group was the Area #7 Citizen Advisory Committee who had existed since the early days of the College. A second Ad Hoc group was developed in July of 1981 to provide additional assistance. This group was called the Blue Ribbon Committee. Brief discussion of each group's role will follow:

1. Area #7 ACAC

Members of the ACAC #7 have always been strong supporters of WC_3. What had to be done was to mobilize this group well and channel it in the right direction. A "Suggested Package of Launch Activities for Area #7 Citizens Advisory Committee" was developed and presented at a kick-off dinner in March of 1981 at the Milton Center (Appendix III). As in other launches the ACAC played a key role and was our basic link to the community.

2. Blue Ribbon Committee

This was a new innovation and credit must be given to Trustee James McCartney for the development of this group. A number of prominent citizens in Western Wayne County were asked to serve on an Ad Hoc citizens committee to endorse the new center, help the college to promote it and gave the College additional citizen input. The Committee served from July 1981 to the middle of November 1981. The chairman was Mayor Thomas Taylor the Westland. Material descriptive of the committee are in appendix IV.

II. Budget Development

Budget development went through a series of steps which began with my projection of what staff and resources were needed. A budget for staff consisted of existing staff and projections of what additional staff would be needed and what time intervals. In some instances staff was transfered from their locations and some new hires were necessary. The most difficult staff to locate were the program directors for technical programs. A copy of the staff budget proposal is contained in Appendix V. The budget for resources and services (or line items) was based on the Downriver and Downtown Launches. A copy of this budget is in Appendix VI.

Recommendation 8

In the future development of Launch budgets, it's recommended that the budget be developed for the entire period of the Launch. Secondly it's highly recommended that money for program directors (on a part-time basis) be provided early in the Launch. Historically program directors have been hired far later than they should have been. The preparation of new technical programs is extremely complex and demands more time than the College have ever provided.

Recommendation 9

Also in the past the spending of approved Launch funds has been a serious problem. The College has to clerify the process. Once funds has been approved it has always been my position as the Regional Dean to be responsible for how the funds are spent as long as such spending is acceptable for audit and not illegal. Of course, actual expenditure must be approved by the Vice-President for Instruction.

Recommendation 10

Periodically financial obligations were made by the Dean, for which funds were in the approved budget, only to find out that the Capital Outlay Committee questioned the effectiveness of this or that approach. It was a source of major conflict. I recommend a new system.

Recommendation 11

Greater use of blanket P.O. and rapid payment of vendors. Perhaps normal procedures are not appropriate for the Launch situation where activities move more swiftly. Normal processing is slow and often unwielding. I recommend greater use of blanket P.O.'s in order to facilitiate greater responsivness. In any case, the success of the Launch should not depend on the whems of one individual or an informal system which renders the Dean powerless to act decisively.

Recommendation 12

There must be a better system for the Dean to know whether requested supplies and resources are approved or not approved. During past and the Western Launch I would find out weeks or months later that some requests had been rejected. Finally, even approved requests were ordered very late in the Launch. Consequently our facilities are never complete until some time after they are open. No one can prevent .... strikes or unforeseen spontaneous problems. However there is no reason for supplies and equipment not to be available when its simply a matter of ordering.

Recommendation 13

On occasions, equipment substitute or alternative supplies or equipment were ordered without consultation with the original requestor. There were probably costs savings, however the supplies would not work adequately or would not accomplish the technical goal desired. To avoid these cost efficient but ineffective situations, consultation with the original requestor is recommended.

III. Instructional Programs

Programs for the Western Region, minus aviation, were fairly close to the original plan. The only major change was the conversion of traditional word processing lab into a "Information Processing Center" equipped with micro-processors. This allows the College to provide "state of the art" instruction accomodating generic word processing, business applications to the micro-processor and computerized classes. It's extremely important to early identify or hire lead instructors or program directors where appropriate in order to complete crucial program development tasks. As mentioned earlier in the report, WC_3 historically has hired or identified such people much too late. A single, knowledgable and responsible person has to be identified early in the Launch and given the job and support to have the program ready as the center opens.

Those crucial program development tasks are:

(1) Development of the curriculum.
(2) Establishment and maintenance of the advisory committee.
(3) Review of facility plans related to his/her program.
(4) Develop ordering recommendations for equipment and supplies.
(5) Identify LRC resources supportive of the program.
(6) Recruit and orientate instructors.
(7) Provide recruitment assistance.
(8) Attend vendor provided training sessions on various equipment.
(9) Develop criteria for program admissions.

A. First Schedule of Classes

The development of a new schedule for a new center is a massive task in that its simply a projection of what offerings might be appropriate. The schedule has to be built totally from scratch because no history of the center is possible. The first step was to decide how many student seats were needed as a minimum. The schedule had to at least accomodate that number of seats. Secondly there had to be enough introductory offerings to accomodate a new student body. Finally there had to be a comprehensive balanced offering of the programs and courses which adequately represented the entire instructional program of the College. With these factors in mind, the Assistant Dean for instruction worked on the schedule for approximately seven months prior to final submission. Also references which were used was the Fall 1978 Fall Schedule of the Downriver Center (Fall 1978 was the opening of Downriver) to a lesser degree the Downtown Fall 1979 Schedule (also the opening date of Downtown).

B. Faculty Involvement

While only a few home based faculty were available prior to the opening, the few assigned to the Western Region were quite helpful and involved. The science instructors met frequently to provide input and order necessary supplies. The faculty also helped with recruitment and publicity. At each given opportunity, faculty responded admirably.

Recommendation 15

As often as possible, faculty should be involved in the Launch. From input on the physical plant to direct recruitment, faculty should have ample opportunity to participate. Finally in some instances faculty must receive training on new equipment or be exposed to new technology in order to keep current. The occurance of the Launch should be utilized to promote such acitivities and provisions made to assure faculty growth.

IV. Publicity Campaign

This can be divided into "Staff, Publicity Efforts" and the activities of a "Formal Ad Agency." Each will be discussed.

A. Staff Publicity Efforts

A series of 21 publicity objectives were developed to accomplish the kind of recognition and positive image necessary for a successful Launch. Most of these objectives were tested in the Downriver and Downtown Launches. They are listed in Appendix VII. Generally speaking they all were useful. A second part of "staff publicity efforts" is being prepared to take advantage of publicity opportunities which evolve when working in and with the community. Examples are local or organizational newspapers or newsletters which provide free publiciity and channels as well as other unique situations.

B. Formal Ad Agency

The services of a qualified, talented and creative ad agency is essential. The agency professionally coordinates the multi media campaign for the Launch. For the second time around, JTP and Associates performed this task. From initial introductory brochure to final mass mailer and radio/TV blitz, the agency provided a balanced and hard hitting campaign. Examples of the Western Campaign components can be found in Appendix VIII.

Recommendation 16

As stated earlier, a professional agency is essential. There must be a Launch "theme," plenty of handouts on the new center and the capacity to generate staff produced informal publicity pieces target to specific groups and occasions.

V. Recruitment Campaign

The key person in this area is the Student Services Director and staff. The Western Region Student Services Director organized a stratified staffing pattern which included everyone from the counselor to the receptionist/clerk and guidance assistant. A list of 31 Recruitment Objectives were developed and staff set out to accomplish the tasks. Those objectives are in Appendix IX.

A. Liaison with Admission Office

As in other Launches, Western staff worked very closely with the Admissions Office. Applications received for Western were often hand carried to the Western Center which reduced the necessary time it took to respond to students. Continued cooperation is of course recommended.

B. Linking Student Recruitment and Instructional Advising

As discovered in the Downtown Launch, there is a real value in linking the Student Services and Instructional staff through the Student Service Coordinator. Each new program director was assigned to work with a particular student service coordinator. The student services coordinator would become as knowledgable as possible about a specific program but could also provide direct access to the

program director when necessary. Also there were days and times when the program directors, student services director and prospective students all met jointly. This approach worked very well as it had in the Downtown Region.

VI. Other Recommendations

1. The Regional Director must constantly access where the Launch effort is and call for changes as they are needed.

2. Developing and implementing a successful Launch effort means selling the worth of the cause both to staff and community. The creation of enthusiasm for a commitment to the effort is as crucial as any task which can be named.

3. The proper functioning of the Regional Administrative Council is totally necessary from the earliest point. Goals and objectives of the Launch must be integrated into each area and maintenance of a vigorous RAC is the most effective way of getting that done. The RAC must meet regularly and all of the members must be fully informed on various aspects of the Launch (and regional matters).

4. Finally, the supreme responsibility of the Regional Dean is to make sure that linkages between the region and the Central Administration are always strong and fully operative. As a branch of a larger institution, regions have to make sure that actions and activities are within the will, directives, policies and philosophy of the Board, President and Executive Cabinet.

VII. Conclusion of Report

While this report is quite lengthy and detailed, it must be recognized that not all points of a 12 month campaign can be covered in these pages. The Western Team and I stand ready to answer questions and share information on the Western Launch as requested. The Launch in many ways is continuing as we strive to perfect the facility and our programs as well as attract more students.

Special Note

Other examples of pertinent Launch materials are listed in Appendix X.

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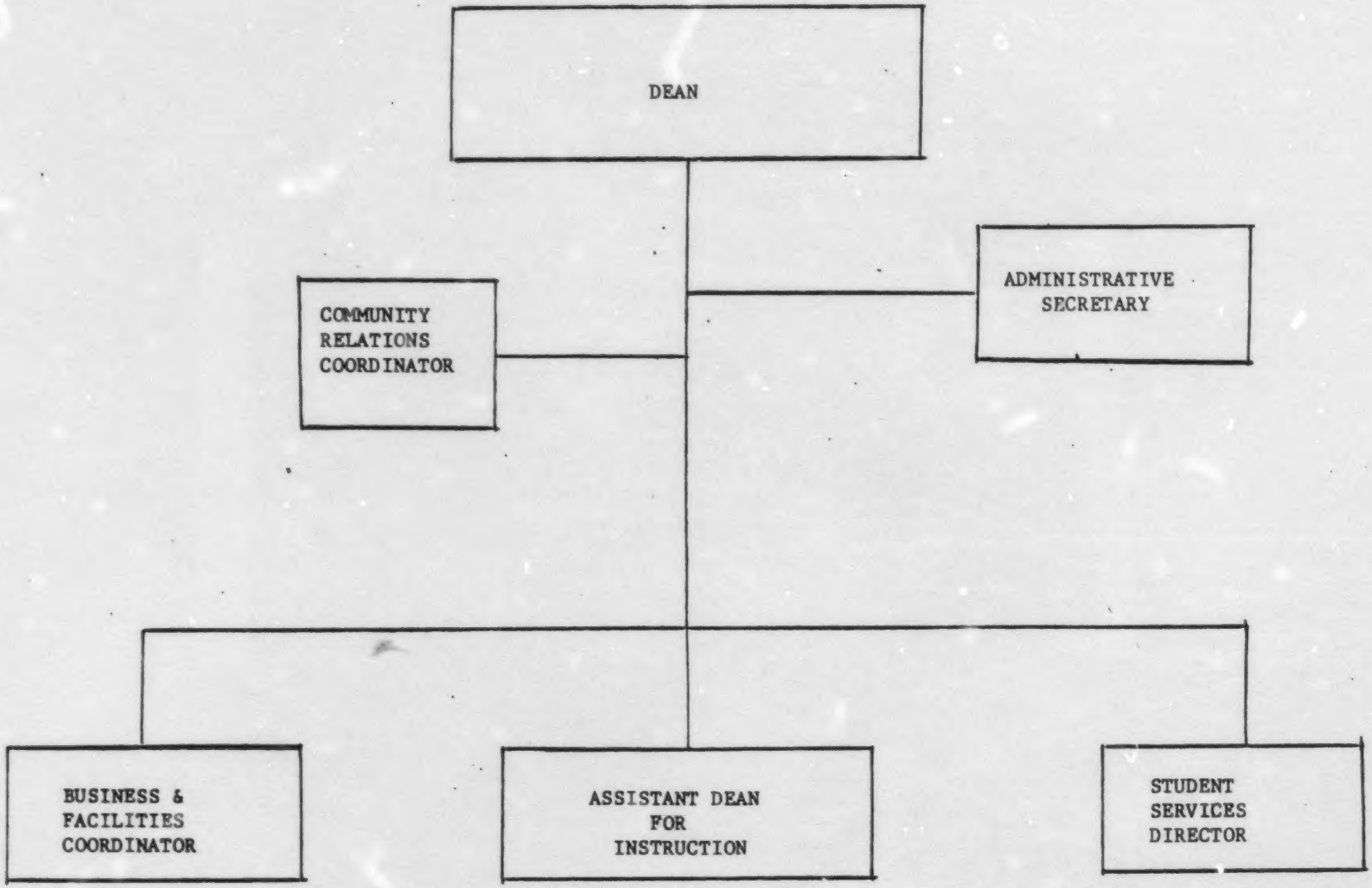
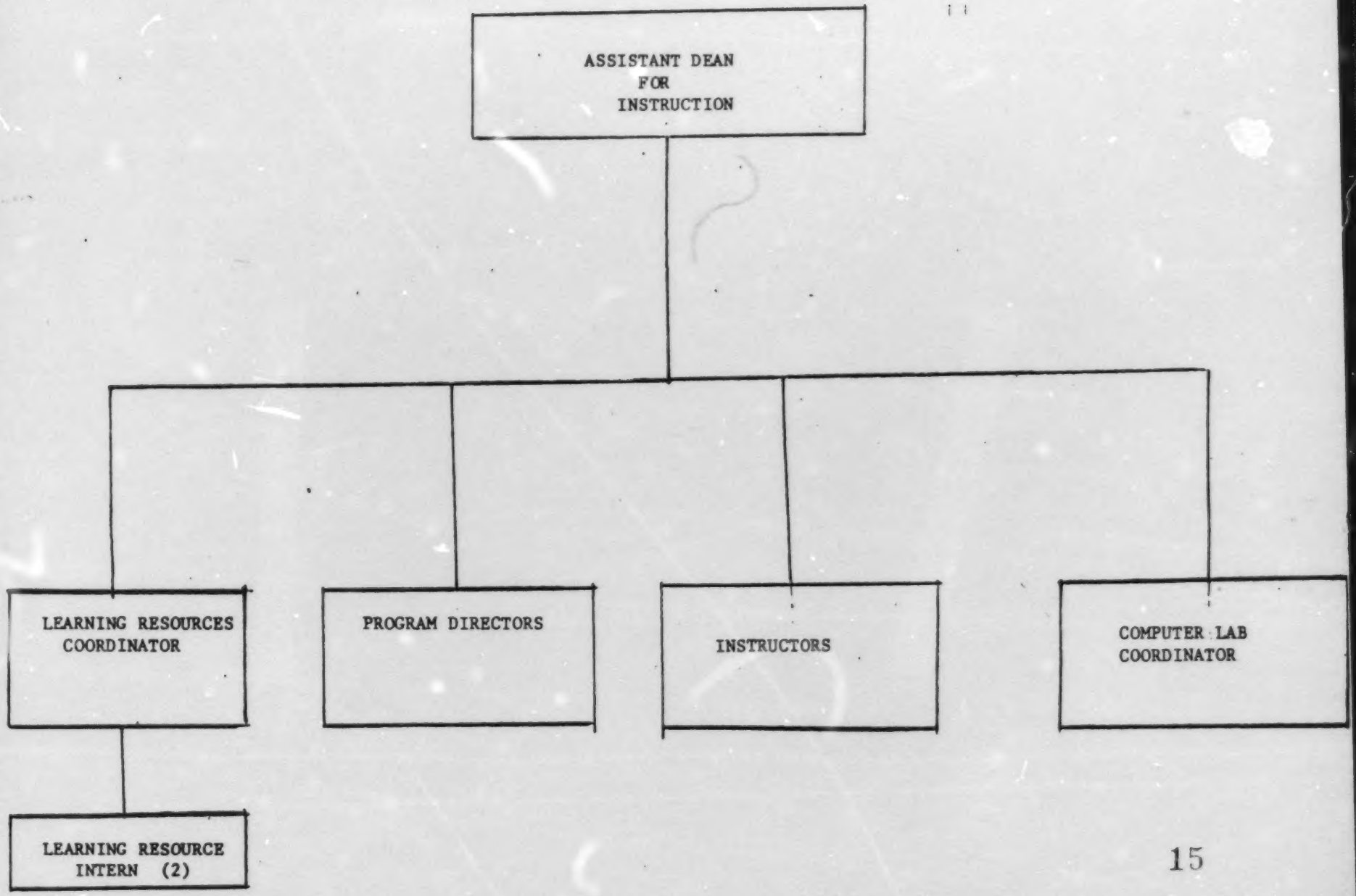
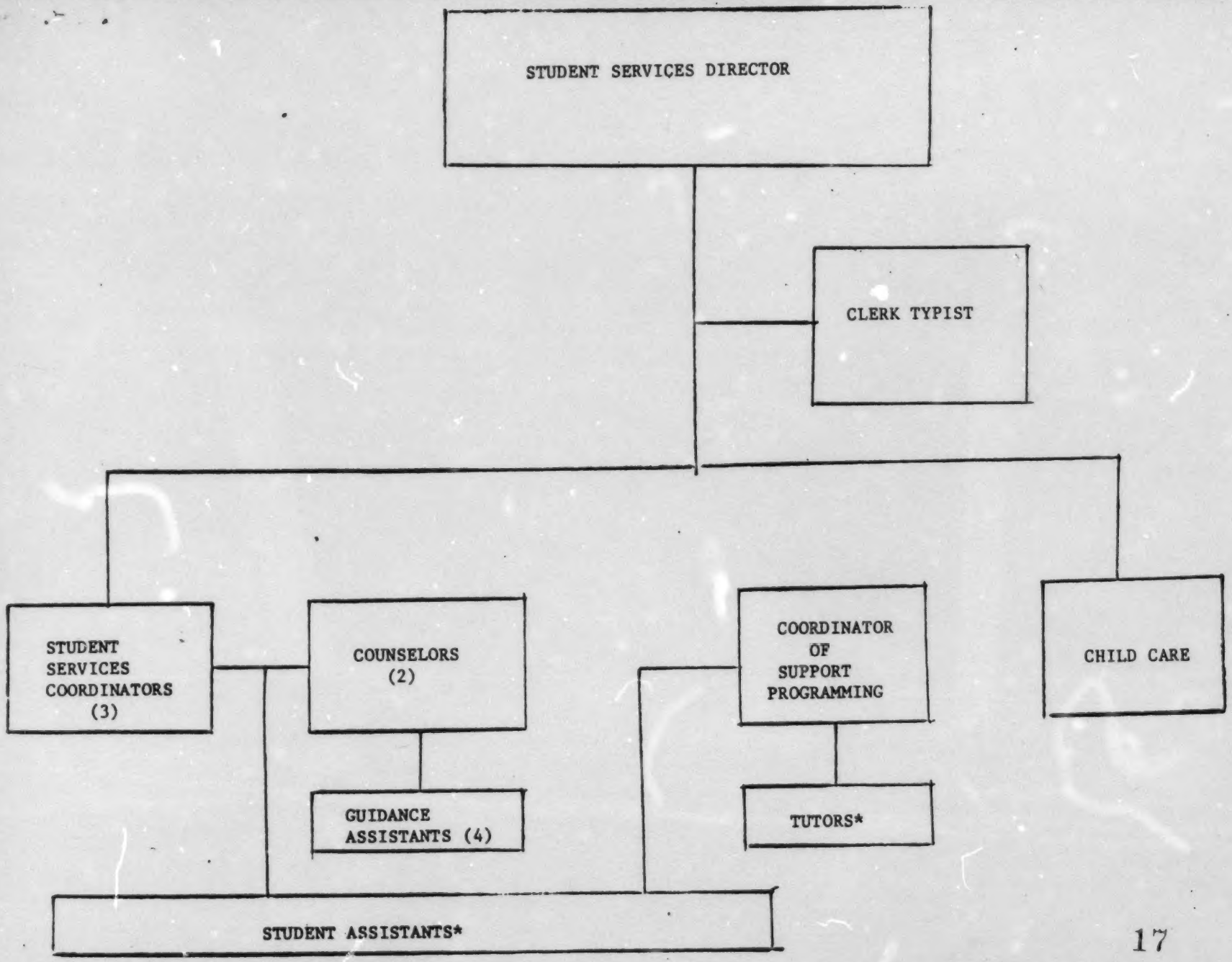
TENTATIVE STAFFING PLAN FOR THE WESTERN CENTER

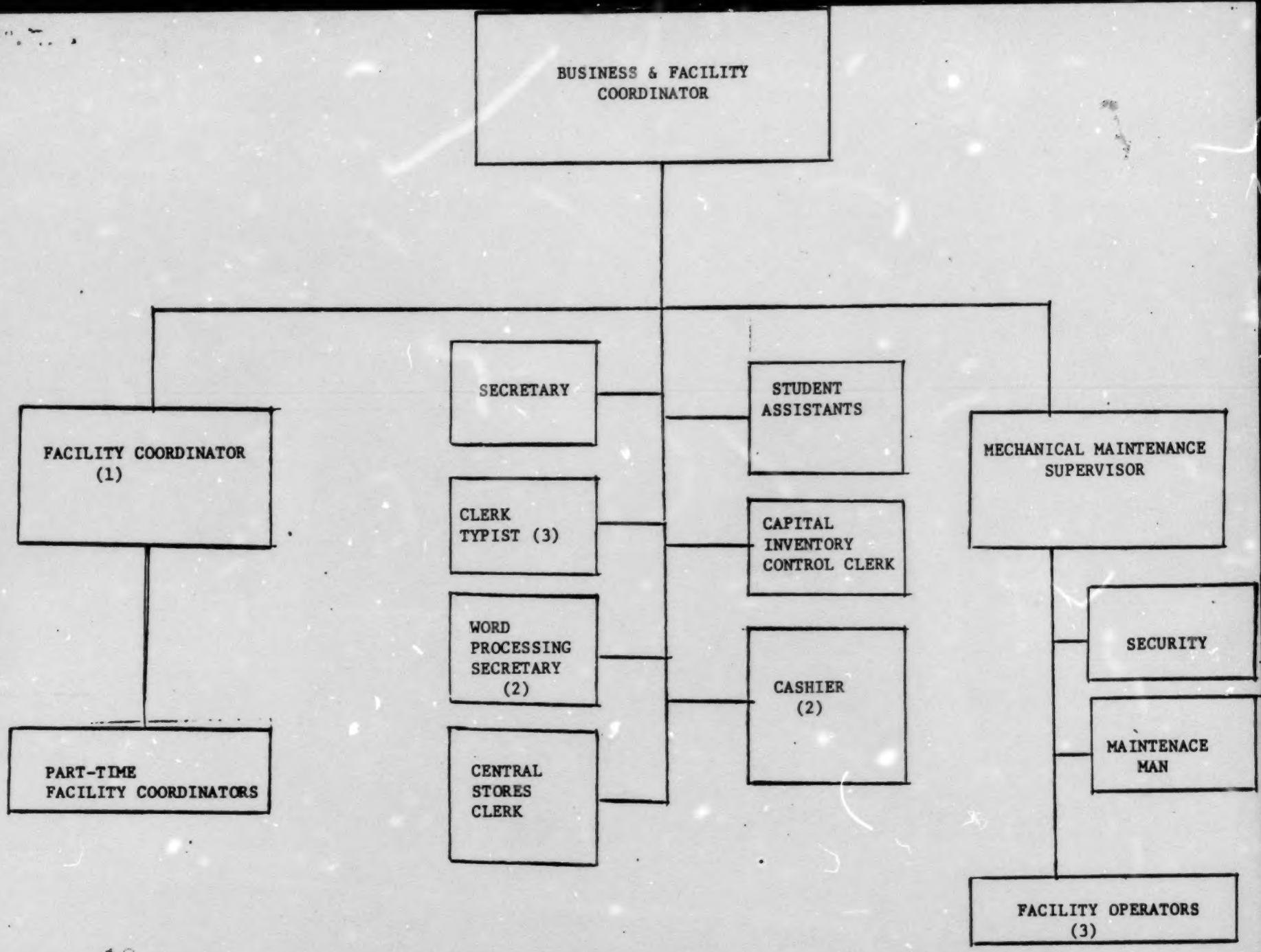


Appendix I


ASSISTANT DEAN
FOR
INSTRUCTION
LEARNING RESOURCES
COORDINATOR
PROGRAM DIRECTORS
INSTRUCTORS
COMPUTER LAB
COORDINATOR
LEARNING RESOURCE
INTERN (2)



*Indicates Part-time Workers


BUSINESS & FACILITY COORDINATOR
FACILITY COORDINATOR (1)
PART-TIME FACILITY COORDINATORS
SECRETARY
CLERK TYPIST (3)
WORD PROCESSING SECRETARY (2)
CENTRAL STORES CLERK
STUDENT ASSISTANTS
CAPITAL INVENTORY CONTROL CLERK
CASHIER (2)
MECHANICAL MAINTENANCE SUPERVISOR
SECURITY
MAINTENACE MAN
FACILITY OPERATORS (3)

AREA _____ STAFF PERSON _____

	1st Week	2nd Week	3rd Week	4th Week	5th Week
MONTH _____					
MONTH _____					
MONTH _____					
MONTH _____					

Appendix II

WAYNE COUNTY COMMUNITY COLLEGE
WESTERN REGION

FROM: Julius R. Brown

SUGGESTED PACKAGE OF LAUNCH ACTIVITIES FOR AREA #7 CITIZENS ADVISORY COMMITTEE

The following is a package of specific tasks which ACAC members could perform in order to support the Launch of the Western Region. ACAC members would be asked to select which tasks are appropriate for them to perform. Also, ACAC would always have staff assistance.

I. Distribute Introductory Brochure on the Western Center

An early brochure designed to provide introductory information on the Center will be produced by January 1981 or earlier. ACAC members can assist us by distributing 20 fliers to various acquaintances.

II. Identify Community Leaders

The staff will distribute "Community Leader" letters to various citizens who hold positions of leadership. ACAC members can assist the effort by identifying who those leaders are. Staff will then send informational letters to inform the leaders.

III. Make Community Contacts Where Appropriate

A special ACAC Recruitment folder will be developed to make it possible for ACAC members to speak to community, civic or neighbor groups concerning the new center.

IV. Make Arrangements for WC3 Staff to Speak to Community Groups

Sometimes, a ACAC member might feel that it's more appropriate to have a staff member make presentations to a particular group. On those occasions the staff will be happy to fulfill such an assignment.

V. Distribution of Program Fliers

Further into the Launch, program fliers will be available describing specific programs. ACAC could assist by distributing such fliers where and when appropriate.

SUGGESTED PACKAGE OF LAUNCH ACTIVITIES FOR AREA #7 CITIZENS ADVISORY COMMITTEE CONTINUED--

VI. Inform Community of the Mobile Unit

ACAC members could make people in the community aware of our Career Mobile Unit. The vehicle is designed to take career development and guidance services to people as conveniently as possible.

VII. Securing of Appropriate Mailing Lists

Where appropriate and desirable, ACAC members could provide mailing lists or individual addresses of groups or organizations which might like to receive literature on the new center. The task of mailing such materials would be performed by the staff.

VIII. Recommendation of Commemorative Scholarship Recipients

The Region will have additional scholarships to commemorate the opening of the Western Center. ACAC members could assist us by suggesting recipients (based on the criteria established.)

IX. ACAC Members Presenting Scholarships

In each instance possible, the Region would like to present the scholarships to students in person during graduation or during honor ceremonies. It adds stature to the awarding of the scholarship, motivates the student and its a good community relations event for the college.

X. Participate in Activities of the Library Fund Committee

XI. Utilize Media Contacts

Any contact or arrangement which can be made to provide the Region with air time to promote the new center would be welcome. This ranges from public service announcements to talk shows.

SUGGESTED PACKAGE OF LAUNCH ACTIVITIES FOR AREA #7 CITIZENS ADVISORY COMMITTEE CONTINUED--

XII. Slide Presentation on the Western Center-

A slide presentation will be assembled which can be used by A.C.A.C. members to talk about the new center and the College in general.

BLUE RIBBON COMMITTEE QUESTIONNAIRE

Name: _____

Is the information concerning you on our Blue Ribbon Committee list correct? If not, please list the correction?

We plan to meet again the week of September 21, 1981. Is there a day of the week that is better for you to meet? _____ Is there a day of the week that you could not attend a meeting? _____
What time would you prefer the meeting? _____ a.m. _____ day _____ p.m.

We have some ideas about what we think might be helpful to us in the launching of our Western Center. Below is a list of possible activities. Please check off those that you would be interested in assisting us with:

_____ provide mailing lists to send WC3 literature to,

_____ you can use my name as a reference in your cover letter,

_____ recommend groups that a speaker from the college could do a presentation at, (will you contact us? ____ or should we call you to get a contact name? _____)

_____ use my name in future public relations relating to the college's opening,

_____ I can suggest newsletters or publications which might welcome news items regarding the college,

_____ I would like to join the Western Citizen Advisory Committee (CAC),

_____ I would like to assist in arranging for an "introduction to WC3" event in my community. I could assist in locating a facility to hold such an event _____.
I could assist with publicity about the event _____ .

_____ I could use more printed materials which I am willing to disseminate.
Please provide the following: (list the number desired)

_____ posters	_____ placements
_____ career flyers	_____ general flyer about Western Ctr.
_____ TRA information	_____ childcare information
_____ Community Service infor.	_____ contracted training information

_____ I would like more information about _____.
Please have the appropriate staff person contact me regarding an appointment to discuss this matter. I can be reached at (phone)_____.

My recommendation for further action by this Committee is: _____
_____
_____
_____

I am willing to: _____
(be a speaker for the college, can donate books for Western campus library, contribute funds for books, write an endorsement letter, etc.)
I am interested in enrolling in WC3. Please provide me with information on: _____
_____

I think that you can effectively communicate with the citizens in Western Wayne County, if you _____
_____
_____

Wayne County Community College
WCCC
Community Services/Continuing Education
2300 Park Avenue
Detroit, Michigan 48201

Milton Center
1771 Henry Ruff Road
Inkster, MI 48141
Phone: 721-6588

June 12, 1981

Dear _____,

On behalf of the Wayne County Community College Board of Trustees, I hereby invite you to be a member of the WC3 Blue Ribbon Committee - Western Region. You have been identified by the WC3 Board of Trustees as a key community leader in your area. The Board needs your assistance in our successful launch of the new Western Wayne County campus.

The purpose of the Blue Ribbon Committee is to assist staff in our launch activities. As such, we ask that you work with us on the following tasks:

1) Identify the most effective ways in which we can communicate the new campus's opening to our communities;
2) Identify the most important programming needs in our communities for special programs and outreach; and
3) Assist us by providing feedback on our launch activities and the initial fall opening in order for us to improve our work in the Western Region.

This appointment is not a long term commitment; it should only involve three meetings prior to September, 1981 when the new campus officially opens. Westland's Mayor, Thomas Taylor, has been appointed chair of the Blue Ribbon Committee by the WC3 Board of Trustees. He brings a keen understanding of the college to this situation as a former WC3 student. The Committee itself will be comprised of representatives of education, business, labor and the communities at large.

Your role in this important endeavor will be most helpful to the College and the citizens of Western Wayne County. As you accept this responsibility, I'm confident that you will find it both rewarding and stimulating. We are inviting you to meet with us for an initial planning and launch luncheon.

Date: _____
Location: _____
Time: _____

We will meet at Rogelle's at 11:30 a.m. After our meeting and lunch, we will tour the new campus. We plan to be finished with the meeting and tour by 1:30 p.m. Please confirm your attendance at this meeting by June ____ by calling Jo-Ann Terry or Kathleen Moran-DeSmet at 721-6588.

Accept my thanks on behalf of the WC3 Board in advance for your participation. I wish you the best of success.

Cordially,

James R. McCartney
Trustee - Western Region

Western Launch Budget

Payroll Expenses	Salary & Fringes
(3) Student Services Coordinators	$ 44,574
(1) LRC Coordinator	11,840
(1) LRC Intern	1,500
(3) Community Relations Coordinator	49,538
(2) Receptionist Clerks	23,270
(1) Secretary	12,181
(2) Guidance Assistants	7,000
(4) College Work Study Students	600
(1) Mechanical Maintenance Supervisor	10,681
(1) Maintenance I	5,254
(3) Program Directors	26,050
(1) Assistant Dean	20,446
(1) Secretary	7,994
(1) Asst.Continuing Ed.Coordinator	9,289
(1) Facility Coordinator	11,009
Total Salary & Fringes	$ 241,226

Rev. 4/10/81

Revised
Western Launch Budget
Operating Expenses

2216	Approved Consulting	20,000
2278	Outside Printing	3,000
2279	Inside Printing	1,500
2282	Outside Temporary Staff	200
2352	Office Supplies	1,200
2355	Printing Supplies	500
2413	Building Administration Rent	9,000
2459	Utilities	1,200
2512	Conferences, Meetings, Workshops	3,500
2517	Mileage Reimbursements	3,100
2534	Advertising	104,000
2541	Telephone	1,200
2543	Postage	1,200
2597	Miscellaneous Operating Expense	2,040
	Total Operating Expenses	$151,640
	Total Launch Budget	$392,866

4/9/81

Western Region
Proposed Launch Budget

The following is a first attempt to pull Western Center Launch Objectives and Expenses together in a tentative budget. The Budget is divided into five areas. At this time, a number of the figures will be reasonable estimates. Exact figures will be obtained as soon as possible.

I. Staff Needs

The staff listed below are the additional staff needed to implement the Launch:

2 Student Services Coordinators (starting December 1, 1980)

1 Full-time Temporary Student Services Coordinator (Starting now)

2 Receptionist Clerks (Starting January 30, 1981)

4 Program Directors (As Consultants - 3 months starting February 1, 1981) (As Full-time Employees starting May 1, 1981)

1 Word Processing Secretary (Starting January 1, 1981)

2 Guidance Assistants (Starting December 1, 1980)

1 Community Relations Coordinator (Starting January 15, 1981) (This person can be transferred)

4 Work-Study Students (Starting February 15, 1981)

II. Operations

These are funds required to successfully implement the Launch:

1.	Mileage	2512	Regional Dean = $1,300.00 Assistant Dean= 300.00 Student Services=1,500.00	
2.	Approved Consulting	2216		1,000.00
3.	Printing - Outside	2278		3,000.00
4.	Printing - Inside	2279		1,500.00
5.	Outside Temporary Staff	2282		200.00
6.	Office Supplies	2352		1,200.00
7.	Printing & Duplicating Supplies	2356		500.00
8.	Building Administration Rent	2413		8,500.00
9.	Advertising	2534		4,000.00
10.	Telephone	2541		1,000.00
11.	Postage	2543		1,200.00
12.	Misc. Operating Expense	2597		2,040.00

III. Publicity Objectives

(1) Mass Media Services of Outside Vendors

In each of the previous two Launches, an outside vendor was used to coordinate the mass media efforts. This involves radio, newspapers, television, and so on. The approximate cost during the last Launch was $80,000. I am suggesting that at least that amount be budgeted for this Launch. The budget would include program fliers, mailers, posters, and other approaches which proved effective in the past.

(2) Placemats

Just prior to the Launch, 125,000 placemats should be distributed in the Region. The cost would be about $3,000.00.

(3) Yearbook Ads

A total of 12 ads should be placed in the Yearbooks of 1981 graduating seniors. These have been carefully selected and the cost would be $600.00.

(4) Press Conference

In the beginning of the Summer, 1981, a press conference should be held to announce the new center. The cost for food should be about $500.00 and materials for the conference should only cost another $300.00.

(5) Produce 2,000 bumper stickers promoting the new center- cost $350.00.

(6) Open House & Dedication - cost = $1,200.00.

(7) Introductory Brochure on the Western Center = $2,000.00

IV. Recruitment Objectives

(1) Hold a Principal/Counselor's Workshop to promote the new Center. This should be held in February, 1981 and the cost for food would be approximately $800.00.

(2) Hold a half-day workshop for non-school counselors in May, 1981. Cost = $450.00

(3) Direct mailing to each 1981 graduating senior. Cost = $1,300.00.

V. Field Office

I am requesting a Field Office for this Launch. It should be opened February 1, 1981. The major cost will be for:

(1) Rent - possibly $8,500.00

(2) Phones - possibly $1,200.00

List of Publicity Objectives

Publicity Objective #1	Performed by	Target Date
Prepare informational pieces about the Western Center and its personnel which will enhance the awareness of the center and the services available.	J. Brown in cooperation with Dept. of Development/Mark McPherson	On-going
Publicity Objective #2	**Performed by**	**Target Date**
Prepare a story for immediate release on the new center and place it in Western Wayne County papers with an appropriate picture of the new center.	J. Brown, H. Orbach M. McPherson, & Consultant	On-going
Publicity Objective #3	**Performed by**	**Target Date**
Place moderate size ads in Western Wayne County papers announcing the opening of the center in August & mention of the Western Field Office.	M. McPherson & J. Brown	February, 1981 April, 1981 June, 1981
Publicity Objective #4	**Performed by**	**Target Date**
Hold a press luncheon for the Western Education writers to talk about the Center, its programs, etc.	Regional Staff & M. McPherson	May 3, 1981
Publicity Objective #5	**Performed by**	**Target Date**
Contact local governmental officials to promote the new center.	J. Brown, R. Cromwell & Development Office	July 30, 1981
Publicity Objective #6	**Performed by**	**Target Date**
Produce a series of feature/news stories (i.e. Mobile Unit) with one being placed in Western papers every two weeks.	M. McPherson, J.Maxey J. Brown & Consultant	Continuous
Publicity Objective #7	**Performed by**	**Target Date**
Development of general WC3 brochure	M. McPherson	February, 1981
Publicity Objective #8	**Performed by**	**Target Date**
Produce 2,000 bumper stickers geared to the opening of new WC3 center. These would then be distributed to Western Region people willing to assist us. (Staff, ACAC, Faculty, etc.)	M. McPherson & J. Brown	March 30, 1981

Publicity Objective #9	Performed by	Target Date
Radio spots - produce a spot which announces the building of the new center and give field office phone number.	M. McPherson & J. Brown	July 30, 1981

Publicity Objective #10	Performed by	Target Date
Supermarket placement of general brochures & small posters.	M. McPherson, Regional Staff & Admissions	August 1, 1981

Publicity Objective #11	Performed by	Target Date
TV Career-Occupations, "WC3 Career Place"	M. McPherson	Completed May,1981

Publicity Objective #12	Performed by	Target Date
Creation of the "Career Place" press packet (and distribution)	M. McPherson	May 3, 1981

Publicity Objective #13	Performed by	Target Date
Radio generation of news/feature information on radio outlets, i.e. talk shows, news, etc.	M. McPherson & J. Brown	On-going

Publicity Objective #14	Performed by	Target Date
Implement a mail registration publicity campaign	J. Brown, J. Maxey, M. McPherson & Admissions	August 15, 1981

Publicity Objective #15	Performed by	Target Date
Open House at the New Center after official dedication	Regional Staff & appropriate Central Staff	Beginning of Fall Term

Publicity Objective #16	Performed by	Target Date
News/feature article in WC3 publications on a routine basis	J. Brown & M. McPherson	On-going

Publicity Objective #17	Performed by	Target Date
Use the mailing list of cooperative groups to mail to their membership.	Western Staff	Continuous

Publicity Objective #18	Performed by	Target Date
Use volunteer speakers to contact small groups.	Western Staff & Central volunteers	On-going

Publicity Objective #19	Performed by	Target Date
Distribute WC3 materials to local libraries	Western Staff	Completed - April 8, 1981

Publicity Objective #20	Performed by	Target Date
Produce a special copy of Fall Western Center class schedule	Western Staff	Completed - end of May, 1981

Publicity Objective #21	Performed by	Target Date
Have area restaurants distribute 125,000 placemats promoting WC3	Local selection by Admissions and distribution by Regional Staff	June & July, 1981

BEST COPY AVAILABLE

BUILDING TODAY FOR A BETTER TOMORROW

WAYNE COUNTY COMMUNITY COLLEGE

PROGRAMS TO BE OFFERED

- Accounting
- Heating / Air Conditioning / Ventilation
- Biology
- Business
- Building Operations Management
- Chemistry
- Commercial Vehicle Maintenance
- Computer & Data Processing
- Diesel Engine Repair
- Management Supervision
- Drafting Design Technology
- Electrical / Electronic Technology
- General Office Clerical
- Interior Design
- Liberal Arts
- Mathematics
- Marketing
- Political Science
- Secretarial Science
- Speech

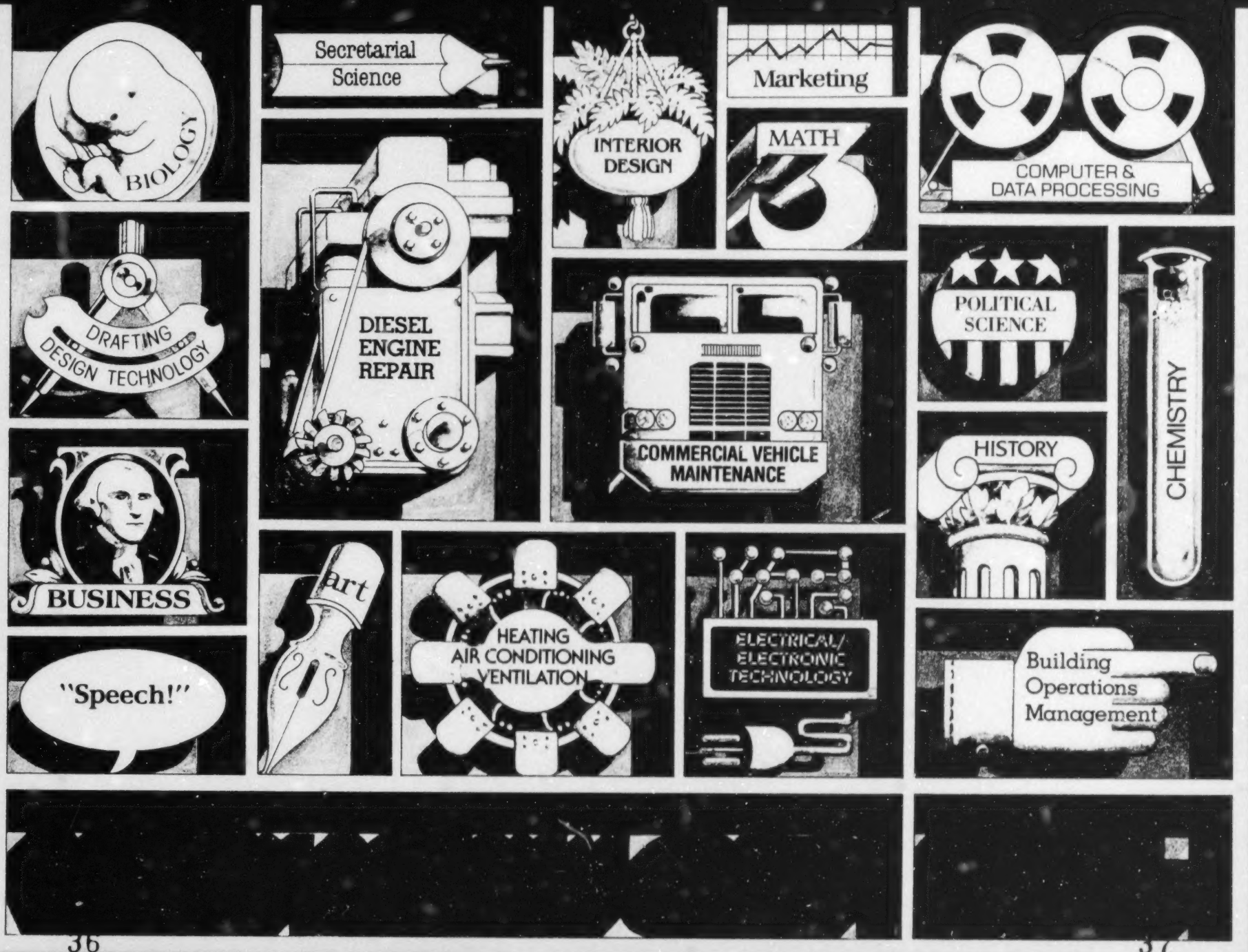
We invite you to visit Michigan's newest community college campus when registration starts in August, 1981. To assist you in selecting classes, contact our counseling staff by calling (313) 697-3000.

- Computer Laboratories
- Classrooms
- Drawing & Painting Labs
- Ceramics Laboratory
- Multi-Purpose Science Laboratories and Greenhouse
- Secretarial Science Labs
- Electronics Laboratories
- Building Trades Laboratories
- Heating, Air Conditioning and Ventilating Laboratory
- Truck and Diesel Engine Maintenance Facility
- Child Care Center
- Bookstore
- Learning Resource Center
- Student Commons
- Cafeteria
- Administrative Offices

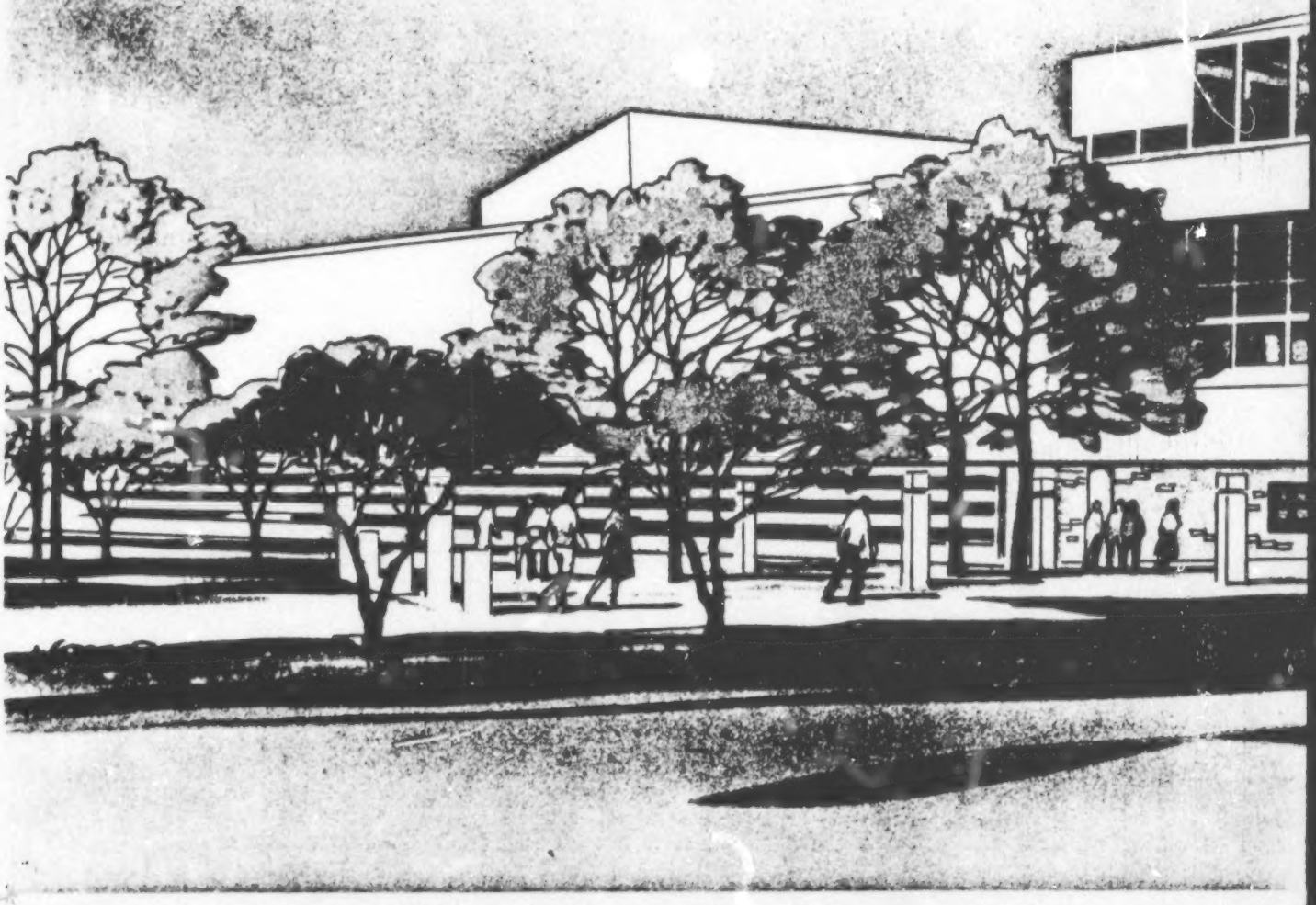
WESTERN REGIONAL CENTER

9820 HAGGERTY ROAD

VAN BUREN TOWNSHIP, MICH.

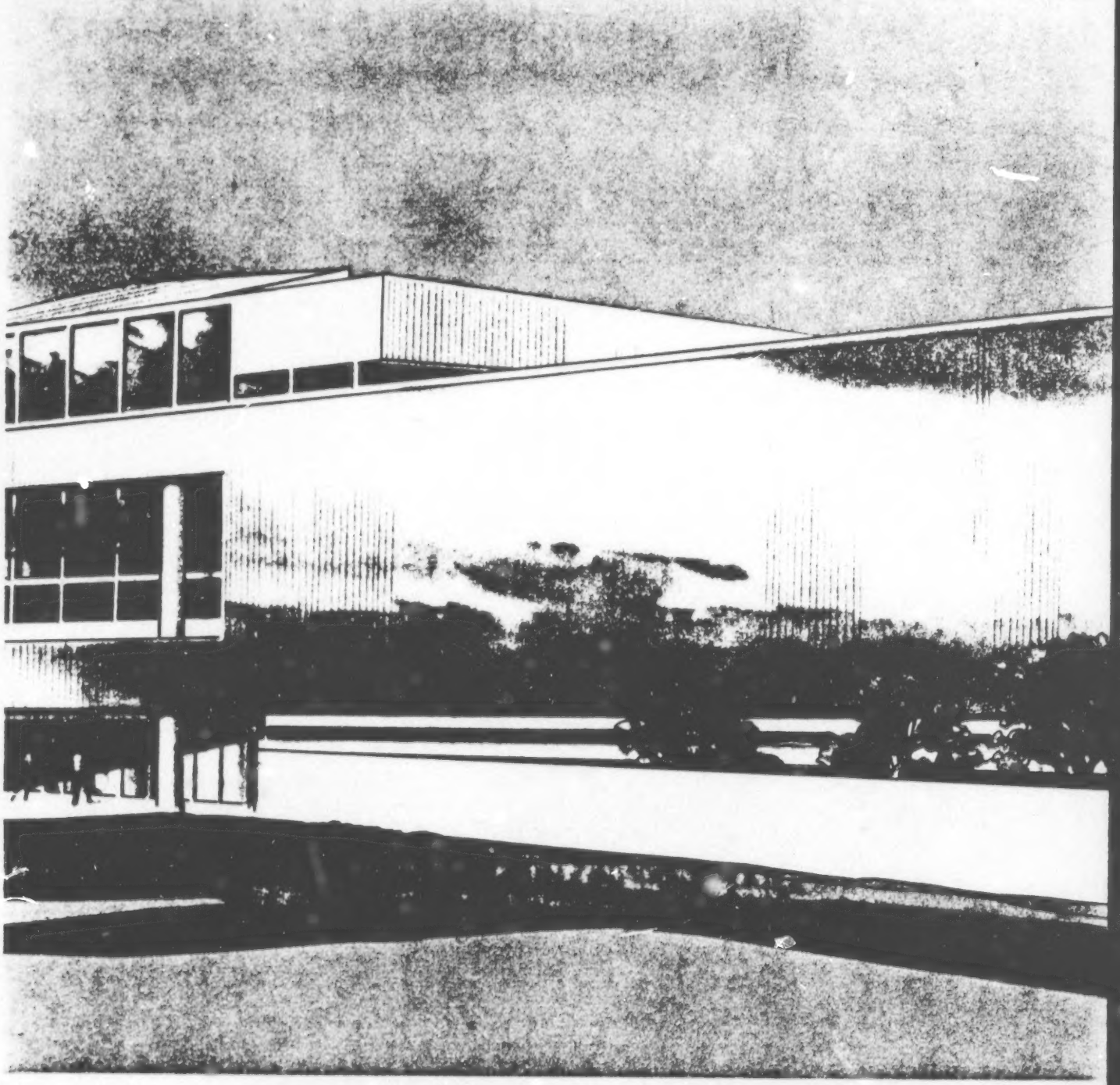

BIOLOGY
Secretarial Science
INTERIOR DESIGN
Marketing
MATH
COMPUTER & DATA PROCESSING
DRAFTING DESIGN TECHNOLOGY
DIESEL ENGINE REPAIR
COMMERCIAL VEHICLE MAINTENANCE
POLITICAL SCIENCE
CHEMISTRY
BUSINESS
HISTORY
"Speech!"
art
HEATING AIR CONDITIONING VENTILATION
ELECTRICAL/ ELECTRONIC TECHNOLOGY
Building Operations Management

BUILDING TODAY FOR



THE NEW WESTERN REGI

BETTER TOMORROW.



NAL CENTER

WCCC Wayne County Community College

FROM THE PRESIDENT

The Western Regional Center exists as a promise kept to the people of our college community. As a major complement to WCCC's other vital service area campuses, the Western Center will be a unique and specialized facility, a place of importance for the educational and career training needs of our Western-Wayne citizenry.

Our basic commitment to high-quality, low-cost education continues, as does our abiding belief in the people we serve. We are very proud to present the Western Regional Center and invite you to make this your "place to be."

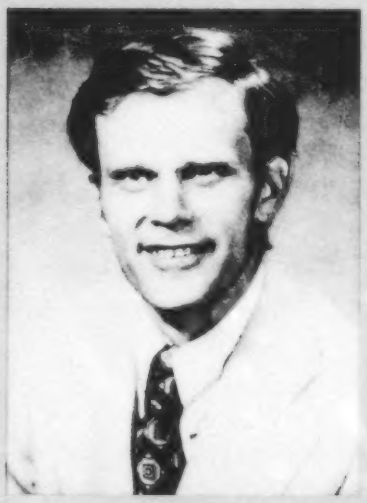
Sincerely,

Richard Simmons, Jr.

Richard Simmons, Jr.
President
Wayne County
Community College

FROM THE BOARD

This is a most exciting time in the history of Wayne County Community College. I believe the College's present and future growth are both symbolized in the Western Regional Center. The specialized vocational and career training needs of Western-Wayne County will be well met in our schedule of programs, and I am confident that every citizen will be able to take pride in the appearance, the educational potential and the permanence of the Western Regional Center in their own community.



Sincerely,

James R. McCartney

James R. McCartney
Trustee - Area #7
Wayne County
Community College

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Regional Dean

Western Center
Dr. Julius R. Brown

WCCC — Your "Western" Place To Be!

It will be a comprehensive community college center offering **liberal arts transfer programs** for those planning to go on to four year colleges and universities. Also the center will povide occupational programs for those citizens who would like to gain skills rapidly and move into the job market quickly (our door is open to everyone who wants to improve his or her way of life!)

GENERAL INFORMATION

High-quality education and economical tuition rates

WAYNE COUNTY COMMUNITY COLLEGE is fully accredited by the North Central Association of Colleges and Secondary Schools. This means that your credits will be accepted for transfer at all four-year educational institutions in Michigan. Tuition for courses is only $24 per credit hour for residents of the college district, and $28 per credit hour for non-residents. Tuition costs are waived for senior citizens (60 or over, or disabled persons, or those 55 and retired).

Education for everyone!

At the WESTERN REGIONAL CENTER, educational opportunities are available to everyone — whatever their needs. Because of the "open door" admissions policy, admission is automatic to everyone 18 years and older. A high school diploma or written approval from parent or guardian admits those younger than 18.

A variety of financial aid available

Scholarships, work-study programs, grants and student loans are available to insure that no qualified student is prevented from getting a higher education because of financial need.

Community Services — Continuing Education Programs

Through the Office of Community Services Continuing Education, the WESTERN REGIONAL CENTER will offer additional education in areas of personal growth, enrichment, job upgrading, home management, physical development and social issues.

Guidance Services

Counselors offer career planning, personal and social counselling, referral services and other advisory aids.

Fully Equipped Day Care Career

The specialized WESTERN REGIONAL CENTER Day Care Center offers complete facilities for pre-school children as well as training opportunities for students enrolled in child care programs. The Day Care facilities are open for community use.

Career — Developmental Services

Many specialized career developmental services are available, including the "Career Explorer" Mobile Unit, diversified career development staff and a Comprehensive Cooperative Education Program for on-the-job placement. A formal systematic career development course is available and is called CRE 100.

SPECIAL FEATURES OF THE WESTERN REGIONAL CENTER

Choose your classes at your convenience

To provide maximum flexibility in planning course schedules, classes are held during the day, evening and weekends at the WESTERN REGIONAL CENTER.

Wayne County Community College gladly welcomes those people who are already employed but who are seeking to further their education.

Convenient Registration

Students may enroll for courses at the WESTERN REGIONAL CENTER or any WAYNE COUNTY COMMUNITY COLLEGE registration facility.

INTRODUCING THESE EXCEPTIONAL PROGRAMS

Building Operations Management

This totally new program is the only one of its type in the state. It prepares students to supervise and coordinate the activities of large office towers, professional buildings, multi-use facilities plants, educational and apartment complexes. Outstanding job opportunities will be available to graduates.

Commercial Vehicle Maintenance

Students enrolled in this program learn to maintain and repair commercial vehicles as used in industry. Students will receive instruction in the areas of engine specialization, suspensions and brakes, electrical systems, hydraulics, tune-up and trouble shooting.

Computer & Data Processing

The Western Center will have a revolutionary information processing lab which will incorporate Computer and Data Processing, Word Processing and Handling of Microprocessors. Programs in this area are designed to get graduates into dynamic jobs with an exciting future.

Diesel Engine Repair

The Diesel Engine Mechanic Program is designed to prepare students to maintain and repair diesel engines used to power automobiles, trucks, buses, ships, railroad locomotives, construction and farm equipment, electric generators and industrial machinery. Students will receive instruction ranging from engine diagnosis by inspecting and tesing to dissembling for major repairs.

Electrical/Electronics

With the exploding growth occuring in this field, the program is designed to prepare students for entry into a cluster of occupations which requires competence in electron theory, instrumentation, equipment testing and servicing techniques. One can become a computer technician, electrical power technician or electronics technician.

Heating/Air Conditioning/Ventilating

This program prepares students to gain entry level skills in an expanding field. the curriculum focuses on the ability to maintain, install and replace climate control devices in residential and light commercial buildings.

OTHER PROGRAMS TO BE OFFERED

Wayne County Community College's newest Instructional Center is now ready for your enrollment. Enjoy classes in our spectacular WESTERN REGIONAL CENTER. It's a comprehensive Educational Center with a modern learning resources center, laboratories, classrooms and a fully-equipped Day Care Center. Join us by taking some of our courses and obtain either a Certificate, Associate of Arts Degree, Associate of Science Degree or Associate of Applied Science Degree.

- Accounting
- Biology
- Business
- Building Operations Management
- Chemistry
- Computer & Data Processing
- Management Supervision
- Drafting Design Technology
- General Office Clerical
- Interior Design
- Liberal Arts
- Mathematics
- Marketing
- Political Science
- Secretarial Science
- Speech
- And many others

FALL SCHEDULE OF CLASSES — 1981
WCCC — NEW WESTERN REGIONAL CENTER

COURSE	COURSE TITLE	CR	SECTION OPN	DAYS	TIMES	PREREQ/COREQ
AFRICAN-AMERICAN STUDIES						
AAS 131	AMER GOVT & AFRIC AMER STRUGGL	3.0	80-337	TH	7:05-10:05PM	
AAS 140	PSYCHOLOGY OF AFRIC AMER EXPER	3.0	80-048	T TH	1:00- 2:30PM	
AAS 261	AFRICAN AMERICAN HISTORY I	3.0	80-339	T	7:05-10:05PM	
ACCOUNTING						
ACC 100	INTRODUCTION TO ACCOUNTING	3.0	80-001	M W	2:30- 4:00PM	
ACC 100	INTRODUCTION TO ACCOUNTING	3.0	80-002	M	7:05-10:05PM	
ACC 100	INTRODUCTION TO ACCOUNTING	3.0	80-003	T	7:05-10:05PM	
ACC 100	INTRODUCTION TO ACCOUNTING	3.0	80-004	T TH	8:30-10:00AM	
ACC 100	INTRODUCTION TO ACCOUNTING	3.0	80-005	S	11:00- 2:00PM	
ACC 105	INCOME TAX ACCOUNTING	3.0	80-006	W	7:05-10:05PM	
ACC 105	INCOME TAX ACCOUNTING	3.0	80-007	S	11:00- 2:00PM	
ACC 110	PRIN OF ACCOUNTING I	4.0	80-008	M W	8:30-10:30AM	ACC 100 RECOMMENDED
ACC 110	PRIN OF ACCOUNTING I	4.0	80-009	T TH	7:05- 9:05PM	ACC 100 RECOMMENDED
ACC 110	PRIN OF ACCOUNTING I	4.0	80-010	M W	7:05- 9:05PM	ACC 100 RECOMMENDED
ACC 111	PRINCIPLES OF ACCOUNTING II	4.0	80-011	T TH	10:00-12:00PM	PREREQ-ACC 110
ACC 111	PRINCIPLES OF ACCOUNTING II	4.0	80-012	M W	7:05- 9:05PM	PREREQ-ACC 110
ACC 201	COST ACCOUNTING	3.0	80-013	M W	11:30- 1:00PM	PREREQ-ACC 111
ACC 210	INTERMEDIATE ACCOUNTING I	3.0	80-014	M	7:05-10:05PM	PREREQ-ACC 111
ARCHITECTURAL CONSTRUCT TECH						
ACT 101	INTRO TO CONSTRUCTION INDUSTRY	3.0	80-320	M	7:05-10:05PM	
ACT 101	INTRO TO CONSTRUCTION INDUSTRY	3.0	80-321	M W	8:30-10:00AM	
ACT 110	BUILDING MATERIALS	3.0	80-319	W	7:05-10:05PM	
ACT 110	BUILDING MATERIALS	3.0	80-322	M W	10:00-11:30AM	
ALLIED HEALTH						
ALH 100	INTRODUCTION TO PUBLIC HEALTH	3.0	80-015	F	11:00- 2:00PM	DEPT APPROVAL REQUIRED
ANTHROPOLOGY						
ANT 152	INTRO TO GENERAL ANTHROPOLOGY	3.0	80-018	S	8:00-11:00AM	
ANT 153	PHYSICAL ANTHROPOLOGY	3.0	80-016	T TH	10:00-11:30AM	
ANT 154	INTRO TO CULTURAL ANTHROPOLOGY	3.0	80-017	T TH	11:30- 1:00PM	
ANT 154	INTRO TO CULTURAL ANTHROPOLOGY	3.0	80-019	TH	7:05-10:05PM	
ART						
ART 101	DRAWING I	3.0	80-020	M	2:30- 5:30PM	SUPPLIES COST EXTRA
ART 101	DRAWING I	3.0	80-023	F	11:00- 2:00PM	SUPPLIES COST EXTRA
ART 101	DRAWING I	3.0	80-026	W	7:05-10:05PM	SUPPLIES COST EXTRA
ART 102	DRAWING II	3.0	80-021	M	2:30- 5:30PM	PREREQ-ART 101, SUPPLIES COST EXTRA
ART 102	DRAWING II	3.0	80-024	F	11:00- 2:00PM	PREREQ-ART 101, SUPPLIES COST EXTRA
ART 102	DRAWING II	3.0	80-027	W	7:05-10:05PM	PREREQ-ART 101, SUPPLIES COST EXTRA
ART 103	DRAWING III	3.0	80-022	M	2:30- 5:30PM	PREREQ-ART 102, SUPPLIES COST EXTRA
ART 103	DRAWING III	3.0	80-025	F	11:00- 2:00PM	PREREQ-ART 102, SUPPLIES COST EXTRA
ART 103	DRAWING III	3.0	80-028	W	7:05-10:05PM	PREREQ-ART 102, SUPPLIES COST EXTRA
ART 111	DESIGN I	3.0	80-029	TH	1:00- 4:00PM	SUPPLIES COST EXTRA
ART 112	DESIGN II	3.0	80-030	TH	1:00- 4:00PM	PREREQ-ART 111, SUPPLIES COST EXTRA
ART 121	PAINTING I	3.0	80-031	TH	7:05-10:05PM	SUPPLIES COST EXTRA
ART 121	PAINTING I	3.0	80-034	W	2:30- 5:30PM	SUPPLIES COST EXTRA
ART 122	PAINTING II	3.0	80-032	TH	7:05-10:05PM	PREREQ-ART 121, SUPPLIES COST EXTRA
ART 122	PAINTING II	3.0	80-035	W	2:30- 5:30PM	PREREQ-ART 121, SUPPLIES COST EXTRA
ART 123	PAINTING III	3.0	80-033	TH	7:05-10:05PM	PREREQ-ART 122, SUPPLIES COST EXTRA
ART 123	PAINTING III	3.0	80-036	W	2:30- 5:30PM	PREREQ-ART 122, SUPPLIES COST EXTRA
ART 131	CERAMICS I	3.0	80-037	W	10:00- 1:00PM	LAB- $18
ART 131	CERAMICS I	3.0	80-040	T	7:05-10:05PM	LAB- $18
ART 131	CERAMICS I	3.0	80-043	S	2:00- 5:00PM	LAB- $18
ART 132	CERAMICS II	3.0	80-038	W	10:00- 1:00PM	PREREQ-ART 131, LAB- $18
ART 132	CERAMICS II	3.0	80-041	T	7:05-10:05PM	PREREQ-ART 131, LAB- $18
ART 132	CERAMICS II	3.0	80-044	S	2:00- 5:00PM	PREREQ-ART 131, LAB- $18
ART 133	CERAMICS III	3.0	80-039	W	10:00- 1:00PM	PREREQ-ART 132, LAB- $18
ART 133	CERAMICS III	3.0	80-042	T	7:05-10:05PM	PREREQ-ART 132, LAB- $18
ART 133	CERAMICS III	3.0	80-045	S	2:00- 5:00PM	PREREQ-ART 132, LAB- $18
ASTRONOMY						
AST 101	ASTRONOMY I: NEW SOLAR SYSTEM	3.0	80-170	S	11:00- 2:00PM	
BANKING & FINANCE						
BAF 101	PRINCIPLES FIN INSTITU 1	3.0	80-286	T TH	1:00- 2:30PM	
BAF 101	PRINCIPLES FIN INSTITU 1	3.0	80-287	W	7:05-10:05PM	
BIOLOGY						
BIO 110	INTRODUCTORY BIOLOGY LECTURE *REGISTER FOR LAB SECTION 80-258*	4.0	80-257	S	8:00-12:00PM	CO-REQ BIO 111
BIO 110	INTRODUCTORY BIOLOGY LECTURE *REGISTER FOR LAB SECTION 80-260*	4.0	80-259	T TH	6:05- 8:05PM	CO-REQ BIO 111
BIO 110	INTRODUCTORY BIOLOGY LECTURE *REGISTER FOR LAB SECTION 80-262 OR 80-263*	4.0	80-261	T TH	1:00- 3:00PM	CO-REQ BIO 111
BIO 110	INTRODUCTORY BIOLOGY LECTURE *REGISTER FOR LAB SECTION 80-265 OR 80-285*	4.0	80-264	M W	9:00-11:00AM	CO-REQ BIO 111
BIO 111	INTRODUCTORY BIOLOGY LAB	2.0	80-285	M	6:05- 8:05PM	CO-REQ 80-257, LAB- $10
BIO 111	INTRODUCTORY BIOLOGY LAB	2.0	80-260	T	8:05-10:05PM	CO-REQ 80-259, LAB- $10
BIO 111	INTRODUCTORY BIOLOGY LAB	2.0	80-262	T	11:00- 1:00PM	CO-REQ 80-261, LAB- $10
BIO 111	INTRODUCTORY BIOLOGY LAB	2.0	80-263	TH	11:00- 1:00PM	CO-REQ 80-261, LAB- $10
BIO 111	INTRODUCTORY BIOLOGY LAB	2.0	80-265	M	11:00- 1:00PM	CO-REQ 80-264, LAB- $10
BIO 111	INTRODUCTORY BIOLOGY LAB	2.0	80-285	W	11:00- 1:00PM	CO-REQ 80-264, LAB- $10
BIO 130	FIRST AID	2.0	80-272	F	11:00- 1:00PM	
BIO 130	FIRST AID	2.0	80-273	M	6:05- 8:05PM	
BIO 200	MICROBIOLOGY LECTURE	3.0	80-277	T TH	8:00- 9:30AM	PREREQ-BIO 110, BIO 111 OR ALH 220
BIO 201	MICROBIOLOGY LABORATORY	3.0	80-278	T TH	9:30-11:00AM	CO-REQ BIO 200, LAB- $15
BIO 206	HYGIENE	2.0	80-274	F	8:00-10:00AM	
BIO 235	HUMAN ANAT & PHYSIOL I-LECTURE *REGISTER FOR LAB SECTION 80-254*	4.0	80-253	T TH	11:00- 1:00PM	PREREQ-BIO 110, BIO 111, CO-REQ BIO 236

COURSE	COURSE TITLE	CR	SECTION OPN	DAYS	TIMES	PREREQ/COREQ
BIO 235	HUMAN ANAT & PHYSIOL I-LECTURE	4.0	80-255	M W	11:00- 1:00PM	PREREQ-BIO 110, BIO 111, CO-REQ BIO 236
	REGISTER FOR LAB SECTION 80-256					
BIO 235	HUMAN ANAT & PHYSIOL I-LECTURE	4.0	80-284	M W	6:05- 8:05PM	PREREQ-BIO 110, BIO 111, CO-REG BIO 236
	REGISTER FOR LAB SECTION 80-252					
BIO 236	HUMAN ANAT & PHYSIOL I: LAB	2.0	80-252	W	8:05-10:05PM	CO-REQ 80-284, LAB- $10
BIO 236	HUMAN ANAT & PHYSIOL I: LAB	2.0	80-254	TH	1:00- 3:00PM	CO-REQ 80-253, LAB- $10
BIO 236	HUMAN ANAT & PHYSIOL I: LAB	2.0	80-256	M	9:00-11:00AM	CO-REQ 80-255, LAB- $10
BIO 245	HUMAN ANAT PHYSIOL II-LECTURE	4.0	80-249	M W	1:00- 3:00PM	PREREQ-BIO 235, BIO 236, CO-REQ BIO 246
	REGISTER FOR LAB SECTION 80-250					
BIO 246	HUMAN ANAT & PHYSIOL II: LAB	2.0	80-250	W	3:00- 5:00PM	CO-REQ 80-249, LAB- $10
BUILDING OPERATIONS MANAGEMENT						
BOM 101	BUILDING OPERATIONS MANAGEMENT	4.0	80-346	T TH	8:00-11:00AM	PREREQ-ACT 101, ACT 110, LAB $10
BOM 101	BUILDING OPERATIONS MANAGEMENT	4.0	80-347	M W	2:00- 5:00PM	PREREQ-ACT 101, ACT 110, LAB $10
BOM 101	BUILDING OPERATIONS MANAGEMENT	4.0	80-348	TH	2:00- 8:00PM	PREREQ-ACT 101, ACT 110, LAB $10
BOM 101	BUILDING OPERATIONS MANAGEMENT	4.0	80-349	S	8:00- 2:00PM	PREREQ-ACT 101, ACT 110, LAB $10
BUSINESS LAW						
BL 110	BUSINESS LAW I	3.0	80-049	T TH	8:30-10:00AM	
BL 110	BUSINESS LAW I	3.0	80-050	TH	7:05-10:05PM	
BL 110	BUSINESS LAW I	3.0	80-051	M W	10:00-11:30AM	
BL 111	BUSINESS LAW II	3.0	80-052	T	7:05-10:05PM	PREREQ-BL 110
BUSINESS						
BUS 150	INTRODUCTION TO BUSINESS	3.0	80-053	T TH	1:00- 2:30PM	
BUS 150	INTRODUCTION TO BUSINESS	3.0	80-054	M W	1:00- 2:30PM	
BUS 150	INTRODUCTION TO BUSINESS	3.0	80-055	M	7:05-10:05PM	
BUS 150	INTRODUCTION TO BUSINESS	3.0	80-056	TH	7:05-10:05PM	
BUS 151	BUSINESS COMMUNICATIONS I	3.0	80-057	S	11:00- 2:00PM	
BUS 151	BUSINESS COMMUNICATIONS I	3.0	80-059	T TH	1:00- 2:30PM	
BUS 151	BUSINESS COMMUNICATIONS I	3.0	80-279	T	7:05-10:05PM	
CHILD CARE TECH						
CCT 100	INTRODUCTION TO CHILD CARE	3.0	80-060	M W	11:30- 1:00PM	
CCT 103	NHILD DEVELOP: INFANT & TODDLER	3.0	80-061	M W	1:00- 2:30PM	
COMPUTER & DATA PROCESSING						
CDP 100	COMPUTERS AND SOCIETY	3.0	80-069	M W	8:30-10.00AM	
CDP 100	COMPUTERS AND SOCIETY	3.0	80-070	TH	7:05-10:05PM	
CDP 110	INTRODUCTION TO DATA PROCESSIN	4.0	80-072	T TH	7:05- 9:05PM	LAB- $16
CDP 110	INTRODUCTION TO DATA PROCESSIN	4.0	80-073	T TH	10:00-12:00PM	LAB- $16
CDP 110	INTRODUCTION TO DATA PROCESSIN	4.0	80-280	S	8:00-12:00PM	LAB- $16
CDP 111	COMPUTING & DATA PROCESS MATH	3.0	80-078	M W	1:00- 2:30PM	PREREQ-MAT 112
CDP 112	COMPUTER PROGRAMMING 1	3.0	80-340	S	2:00- 5:00PM	
CDP 112	COMPUTER PROGRAMMING 1	3.0	80-341	T TH	1:00- 2:30PM	
CDP 112	COMPUTER PROGRAMMING 1	3.0	80-342	M	7:05-10:05PM	
CDP 113	COMPUTER PROGRAMMING 2	3.0	80-079	M W	2:30- 4:00PM	PREREQ-CDP 112
CDP 124	COBOL I	2.0	80-343	W	7:05- 9:05PM	PREREQ-CDP 110, CDP 112, LAB- $10 EQUIV EXPER WAIVES PREREQ
CDP 124	COBOL I	2.0	80-344	T	1:00- 3:00PM	PREREQ-CDP 110, CDP 112, LAB- $10 EQUIV EXPER WAIVES PREREQ
CDP 203	BASIC	3.0	80-338	S	11:00- 2:00PM	PREREQ-CDP 110 CDP 112 LAB- $10
CHEMISTRY						
CHM 110	INTRODUCTORY CHEMISTRY LECTURE	4.0	80-266	M W	6:05- 8:05PM	CO-REQ CHM 111
	REGISTER FOR LAB SECTION 80-267					
CHM 110	INTRODUCTORY CHEMISTRY LECTURE	4.0	80-268	T TH	1:0C 3:00PM	CO-REQ CHM 111
	REGISTER FOR LAB SECTION 80-269					
CHM 111	INTRODUCTORY CHEMISTRY: LAB	2.0	80-267	M	8:05-10:05PM	CO-REQ 80-266, LAB- $8
CHM 111	INTRODUCTORY CHEMISTRY: LAB	2.0	80-269	TH	11:00- 1:00PM	CO-REQ 80-268, LAB- $8
CHM 120	GENERAL CHEMISTRY I: LECTURE	3.0	80-293	TH	6:05- 9:05PM	PREREQ-MAT 113, CO-REQ MAT 113
CRIMINAL JUSTICE						
CJS 100	INTRO TO CRIMINAL JUSTICE	3.0	80-062	M W	10:00-11:30AM	
CJS 100	INTRO TO CRIMINAL JUSTICE	3.0	80-063	TH	7:05-10:05PM	
CAREER EDUCATION						
CRE 100	CAREER EDUCATION	3.0	80-064	F	11:00- 2:00PM	LAB- $5
CRE 100	CAREER EDUCATION	3.0	80-065	M W	1:00- 2:30PM	LAB- $5
CRE 100	CAREER EDUCATION	3.0	80-066	M	7:05-10:05PM	LAB- $5
CRE 100	CAREER EDUCATION	3.0	80-067	T TH	5:35- 7:05PM	LAB- $5
CRE 100	CAREER EDUCATION	3.0	80-068	T TH	10:00-11:30AM	LAB- $5
CRE 100	CAREER EDUCATION	3.0	80-082	T TH	8:30-10:00AM	LAB- $5
CRE 100	CAREER EDUCATION	3.0	80-083	S	11:00- 2:00PM	LAB- $5
DIESEL ENGINE MECHANICS TECH						
DEM 100	DIESEL ENGINE THRY & MEASUREMT	5.0	80-323	M W	11:30- 2:00PM	
DEM 100	DIESEL ENGINE THRY & MEASUREMT	5.0	80-330	S	8:00- 1:00PM	
DEM 100	DIESEL ENGINE THRY & MEASUREMT	5.0	80-332	M W	7:05- 9:35PM	
DEM 105	DIESEL RE-BUILD	4.0	80-325	T TH	10:30- 1:30PM	PREREQ-DEM 100, LAB- $9
DEM 106	DIESEL REBUILDING — 4 CYCLE ENG	4.0	80-327	T TH	7:05-10:05PM	PREREQ-DEM 105, LAB- $24
DEM 109	FUEL, COOLING, AND AIR SYSTEMS	4.0	80-328	T TH	8:30-10:30AM	PREREQ-DEM 105, LAB- $9
DEM 109	FUEL, COOLING, AND AIR SYSTEMS	4.0	80-329	T TH	5:05- 7:05PM	PREREQ-DEM 105, LAB- $9
DEM 113	TRUCK TRANSMISSIONS	3.0	80-331	M	8:30-11:30AM	PREREQ-DEM 105, LAB- $18
DRAFTING DESIGN TECH						
DRT 101	BLUEPRINT READING	3.0	80-171	M W	5:35- 7:05PM	
DRT 101	BLUEPRINT READING	3.0	80-281	M W	11:30- 1:00PM	
DRT 102	FUNDAMENTALS OF MECH DRAWING	4.0	80-172	M W	8:30-11:30AM	
DRT 102	FUNDAMENTALS OF MECH DRAWING	4.0	80-176	T TH	7:05-10:05PM	
DRT 103	TECHNICAL DRAWING	4.0	80-173	M W	7:05-10:05PM	PREREQ-DRT 102 OR H S DRAFTING
DRT 103	TECHNICAL DRAWING	4.0	80-174	T TH	8:30-11:30AM	PREREQ-DRT 102 OR H S DRAFTING

COURSE	COURSE TITLE	CR	SECTION	OPN	DAYS	TIMES	PREREQ/COREQ
ECONOMICS							
ECO 101	PRINCIPLES OF ECONOMICS I	3.0	80-177		T TH	2:30- 4:00PM	PREREQ-MAT 100 OR EQUIV & 2ND SEM STNDNG
ECO-101	PRINCIPLES OF ECONOMICS I	3.0	80-178		T	7:05-10:05PM	PREREQ-MAT 100 OR EQUIV & 2ND SEM STNDNG
ELECTRONICS TECHNOLOGY							
EE 101	DIRECT CURRENT FUNDAMENTALS	4.0	80-245		M W	7:05- 9:05PM	CO-REQ EE 103
	ALSO REGISTER FOR EE 103, SECTION 80-246						
EE 101	DIRECT CURRENT FUNDAMENTALS	4.0	80-247		T TH	7:05- 9:05PM	CO-REQ EE 103
	ALSO REGISTER FOR EE 103, SECTION 80-246						
EE 101	DIRECT CURRENT FUNDAMENTALS	4.0	80-282		S	8:00-12:00PM	CO-REQ EE 103
	ALSO REGISTER FOR EE 103, SECTION 80-283						
EE 103	D.C. LABORATORY	2.0	80-246		M W	9:05-10:05PM	CO-REQ 80-245 LAB- $8
EE 103	D.C. LABORATORY	2.0	80-248		T TH	9:05-10:05PM	CO-REQ 80-247 LAB- $8
EE 103	D.C. LABORATORY	2.0	80-283		S	12:00- 2:00PM	CO-REQ 80-282 LAB- $8
EE 107	MATHEMATICS FOR E/E	3.0	80-275		W	7:05-10:05PM	
EE 107	MATHEMATICS FOR E/E	3.0	80-276		T	7:05-10:05PM	
ENGLISH							
ENG 101	READING SKILLS DEVELOPMENT	3.0	80-179	*	M W	4:00- 5:30PM	CO-REQ O.S. ENG. 110 RECOMMENDED
ENG 101	READING SKILLS DEVELOPMENT	3.0	80-180	*	T	7:05-10:05PM	CO-REQ O.S. ENG 110 RECOMMENDED
ENG 101	READING SKILLS DEVELOPMENT	3.0	80-301	*	T TH	10:00-11:30AM	CO-REQ O.S. ENG 110 RECOMMENDED
ENG 102	ADVANCED READING & STUDY SKILLS	3.0	80-181	*	T TH	5:35- 7:05PM	PREREQ-ENG 101 OR PLACEMENT
ENG 102	ADVANCED READING & STUDY SKILLS	3.0	80-182	*	M	7:05-10:05PM	PREREQ-ENG 101 OR PLACEMENT
ENG 102	ADVANCED READING & STUDY SKILLS	3.0	80-302		F	8:00-11:00AM	PREREQ-ENG 101 OR PLACEMENT
ENG 108	BASIC WRITING SKILLS I	3.0	80-304		M W	2:30- 4:00PM	
ENG 108	BASIC WRITING SKILLS I	3.0	80-305		TH	7:05-10:05PM	
ENG 109	BASIC WRITING SKILLS II	3.0	80-185		T TH	1:00- 2:30PM	PREREQ-ENG 108
ENG 109	BASIC WRITING SKILLS II	3.0	80-218		M W	11:30- 1:00PM	PREREQ-ENG 108
ENG 109	BASIC WRITING SKILLS II	3.0	80-303	*	F	2:00- 5:00PM	PREREQ-ENG 108
ENG 110	ENGLISH I	3.0	80-215	*	T	7:05-10:05PM	
ENG 110	ENGLISH I	3.0	80-216	*	T TH	2:30- 4:00PM	
ENG 110	ENGLISH I	3.0	80-217		T TH	11:30- 1:00PM	
ENG 110	ENGLISH I	3.0	80-219		M	7:05-10:05PM	
ENG 110	ENGLISH I	3.0	80-220		TH	7:05-10:05PM	
ENG 110	ENGLISH I	3.0	80-221		T	7:05-10:05PM	
ENG 110	ENGLISH I	3.0	80-222		T TH	5:35- 7:05PM	
ENG 110	ENGLISH I	3.0	80-223		S	11:00- 2:00PM	
ENG 110	ENGLISH I	3.0	80-224		T TH	10:00-11:30AM	
ENG 110	ENGLISH I	3.0	80-225		M W	8:30-10:00AM	
ENG 110	ENGLISH I	3.0	80-226		M W	11:30- 1:00PM	
ENG 110	ENGLISH I	3.0	80-227		M W	2:30- 4:00PM	
ENG 110	ENGLISH I	3.0	80-228	*	M W	5:35- 7:05PM	
ENG 110	ENGLISH I	3.0	80-229		W	7:05-10:05PM	
ENG 110	ENGLISH I	3.0	80-230	*	TH	7:05-10:05PM	
ENG 110	ENGLISH I	3.0	80-231		F	8:00-11:00AM	
ENG 110	ENGLISH I	3.0	80-232		M W	4:00- 5:30PM	
ENG 120	ENGLISH II	3.0	80-213	*	W	7:05-10:05PM	PREREQ-ENG 110
ENG 120	ENGLISH II	3.0	80-214	*	T TH	2:30- 4:00PM	PREREQ-ENG 110
ENG 120	ENGLISH II	3.0	80-233		W	7:05-10:05PM	PREREQ-ENG 110
ENG 120	ENGLISH II	3.0	80-234		T TH	8:30-10:00AM	PREREQ-ENG 110
ENG 120	ENGLISH II	3.0	80-236		F	2:00- 5:00PM	PREREQ-ENG 110
ENG 120	ENGLISH II	3.0	80-237		M W	1:00- 2:30PM	PREREQ-ENG 110
ENG 134	TECHNICAL COMMUNICATIONS	3.0	80-239		TH	7:05-10:05PM	
ENG 134	TECHNICAL COMMUNICATIONS	3.0	80-240		M W	11:30- 1:00PM	
ENG 134	TECHNICAL COMMUNICATIONS	3.0	80-292		F	11:00- 2:00PM	
ENG 228	INTRO FOLKLORE - MYTHOLOGY	3.0	80-242		F	8:00-11:00AM	PREREQ-ENG 110, ENG 120 RECOMMENDED
ENG 232	INTRODUCTION TO THE NOVEL	3.0	80-318		T	7:05-10:05PM	PREREQ-ENG 110, ENG 120 RECOMMENDED
ENG 257	WORLD LIT SINCE RENAISSANCE	3.0	80-317		M W	10:00-11:30AM	PREREQ-ENG 110, ENG 120 RECOMMENDED
ENG 280	CREATIVE WRITING	3.0	80-244		W	7:05-10:05PM	ENG 110 RECOMMENDED
GEOGRAPHY							
GEG 101	PHYSICAL GEOGRAPHY	3.0	80-186		M W	1:00- 2:30PM	
GEG 101	PHYSICAL GEOGRAPHY	3.0	80-187		TH	7:05-10:05PM	
GEG 102	WORLD REGIONAL GEOGRAPHY	3.0	80-188		M	7:05-10:05PM	
GERONTOLOGY							
GER 110	INTRO TO STUDY OF AGING	3.0	80-345		TH	5:30- 8:30PM	
HEALTH CAREERS							
HEA 100	INTRO TO HEALTH CAREERS	3.0	80-189		T TH	5:35- 7:05PM	LAB- $5
HEA 100	INTRO TO HEALTH CAREERS	3.0	80-191		F	8:00-11:00AM	LAB- $5
HEA 100	INTRO TO HEALTH CAREERS	3.0	80-316		S	8:00-11:00AM	LAB- $5
HISTORY							
HIS 151	WORLD CIV I, PRE-HIST TO 1650	3.0	80-192		T TH	11:30- 1:00PM	
HIS 249	U.S. HISTORY I: 1607-1865	3.0	80-193		T TH	1:00- 2:30PM	
HIS 250	U.S. HISTORY II: 1865 TO DATE	3.0	80-194		W	7:05-10:05PM	
HUMANITIES							
HUM 101	INTRODUCTION TO ART, MUSIC, LIT	3.0	80-195		M W	4:00- 5:30PM	
HUM 101	INTRODUCTION TO ART, MUSIC, LIT	3.0	80-196		W	7:05-10:05PM	
HUM 101	INTRODUCTION TO ART, MUSIC, LIT	3.0	80-197		T TH	11:30- 1:00PM	
HUM 101	INTRODUCTION TO ART, MUSIC, LIT	3.0	80-201		T	7:05-10:05PM	
HUM 102	INTRO TO DRAMA, FILM, AND ARCH	3.0	80-202		M W	1:00- 2:30PM	
HUM 121	ART APPRECIATION	3.0	80-198		T TH	2:30- 4:00PM	
HUM 131	INTRODUCTION TO FILM	3.0	80-199		TH	7:05-10:05PM	
HUMAN SERVICES							
HUS 100	GROUP INTERACTIONAL EXPERIENCE	3.0	80-200		M W	10:00-11:30AM	
HUS 100	GROUP INTERACTIONAL EXPERIENCE	3.0	80-306		TH	7:05-10:05PM	

COURSE	COURSE TITLE	CR	SECTION OPN	DAYS	TIMES	PREREQ/COREQ
HEAT VENTILATION AIR CONDITION						
HVA 101	BASIC REFRIGERATION	4.0	80-296	M W	8:30-11:30AM	CO-REQ HVA 102
HVA 101	BASIC REFRIGERATION	4.0	80-298	M W	7:05-10:05PM	CO-REQ HVA 102
HVA 102	HERMETIC SYSTEMS	2.0	80-297	M W	11:30- 1:30PM	CO-REQ HVA 101
HVA 102	HERMETIC SYSTEMS	2.0	80-299	T TH	7:05- 9:05PM	CO-REQ HVA 101
INTERIOR DESIGN						
ID 101	INTERIOR DESIGN I	3.0	80-203	M W	8:30-10:00AM	
ID 101	INTERIOR DESIGN I	3.0	80-204	T	7:05-10:05PM	
MATHEMATICS						
MAT 100	BASIC ARITHMETIC	3.0	80-205	M W	1:00- 2:30PM	
MAT 100	BASIC ARITHMETIC	3.0	80-206	T TH	1:00- 2:30PM	
MAT 100	BASIC ARITHMETIC	3.0	80-207	TH	7:05-10:05PM	
MAT 100	BASIC ARITHMETIC	3.0	80-208	F	8:00-11:00AM	
MAT 100	BASIC ARITHMETIC	3.0	80-209	W	7:05-10:05PM	
MAT 100	BASIC ARITHMETIC	3.0	80-210	S	2:00- 5:00PM	
MAT 101	BUSINESS MATHEMATICS	3.0	80-211	T TH	8:30-10:00AM	PREREQ-MAT 100 OR PLACEMENT
MAT 101	BUSINESS MATHEMATICS	3.0	80-308	TH	7:05-10:05PM	PREREQ-MAT 100 OR PLACEMENT
MAT 112	ELEMENTARY ALGEBRA	3.0	80-085	M	7:05-10:05PM	PREREQ-MAT 100 OR PLACEMENT
MAT 112	ELEMENTARY ALGEBRA	3.0	80-086	T TH	8:30-10:00AM	PREREQ-MAT 100 OR PLACEMENT
MAT 112	ELEMENTARY ALGEBRA	3.0	80-007	S	8:00-11:00AM	PREREQ-MAT 100 OR PLACEMENT
MAT 113	INTERMEDIATE ALGEBRA	3.0	80-088	M	7:05-10:05PM	PREREQ-MAT 112 OR PLACEMENT
MAT 113	INTERMEDIATE ALGEBRA	3.0	80-089	T TH	8:30-10:00AM	PREREQ-MAT 112 OR PLACEMENT
MAT 113	INTERMEDIATE ALGEBRA	3.0	80-309	S	8:00-11:00AM	PREREQ-MAT 112 OR PLACEMENT
MAT 114	PLANE GEOMETRY	3.0	80-090	T	7:05-10:05PM	PREREQ-MAT 112 OR PLACEMENT
MAT 121	TECHNICAL MATH I	3.0	80-091	W	7:05-10:05PM	PREREQ-MAT 100 OR PLACEMENT
MAT 121	TECHNICAL MATH I	3.0	80-092	T TH	10:00-11:30AM	PREREQ-MAT 100 OR PLACEMENT
MAT 121	TECHNICAL MATH I	3.0	80-093	S	11:00- 2:00PM	PREREQ-MAT 100 OR PLACEMENT
MAT 155	COLLEGE ALGEBRA	3.0	80-094	T TH	2:30- 4:00PM	PREREQ-MAT 113 OR PLACEMENT
MAT 155	COLLEGE ALGEBRA	3.0	80-095	T	7:05-10:05PM	PREREQ-MAT 113 OR PLACEMENT
MENTAL HEALTH						
MEH 100	INTRODUCTION TO MENTAL HEALTH	3.0	80-097	M W	8:30-10:00AM	
MEH 100	INTRODUCTION TO MENTAL HEALTH	3.0	80-098	M	7:05-10:05PM	
MEH 140	MENTAL HEALTH LEGAL INFORMATN	3.0	80-099	W	7:05-10:05PM	
MANAGEMENT						
MGT 201	PRINCIPLES OF SUPERVISION	3.0	80-100	T TH	11:30- 1:00PM	
MGT 201	PRINCIPLES OF SUPERVISION	3.0	80-101	M	7:05-10:05PM	
MGT 201	PRINCIPLES OF SUPERVISION	3.0	80-102	S	2:00- 5:00PM	
MGT 201	PRINCIPLES OF SUPERVISION	3.0	80-108	W	7:05-10:05PM	
MGT 205	MANAGEMENT PRINCIPLES	3.0	80-103	T	7:05-10:05PM	
MGT 205	MANAGEMENT PRINCIPLES	3.0	80-106	T TH	8:30-10:00AM	
MGT 211	PERSONNEL MANAGEMENT	3.0	80-104	F	11:00- 2:00PM	
MGT 212	PUBLIC ADMINISTRATION	3.0	80-105	T TH	10:00-11:30AM	
MGT 214	INTERPERSONAL SKILLS DEVELOPMT	3.0	80-110	M W	11:30- 1:00PM	
MARKETING						
MKT 200	PRINCIPLES OF MARKETING	3.0	80-111	T TH	8:30-10:00AM	
MKT 200	PRINCIPLES OF MARKETING	3.0	80-112	W	7:05-10:05PM	
MUSIC						
MUS 100	INTRO TO FUNDAMENTALS OF MUSIC	3.0	80-116	T TH	1:00- 2:30PM	
MUS 101	THEORY I	3.0	80-117	F	8:00-11:00AM	
PHILOSOPHY						
PHL 101	COMPARATIVE RELIGIONS I	3.0	80-113	F	11:00- 2:00PM	
PHL 201	INTRODUCTION TO PHILOSOPHY	3.0	80-114	T	7:05-10:05PM	
PHYSICS						
PHY 110	FUNDAMENTALS OF PHYSICS: LECTUR	4.0	80-270	M W	1:00- 3:00PM	CO-REQ PHY 111 H.S. ALGEBRA REQUIRED
	ALSO REGISTER FOR LAB SECTION 80-271					
PHY 111	FUND OF PHYSICS: LABORATORY	2.0	80-271	M	3:00- 5:00PM	CO-REQ 80-270 LAB- $8
POLITICAL SCIENCE						
PS 101	INTRO TO POLITICAL SCIENCE	3.0	80-118	M	7:05-10:05PM	
PS 101	INTRO TO POLITICAL SCIENCE	3.0	80-119	T TH	11:30- 1:00PM	
PS 101	INTRO TO POLITICAL SCIENCE	3.0	80-120	S	11:00- 2:00PM	
PS 101	INTRO TO POLITICAL SCIENCE	3.0	80-121	F	8:00-11:00AM	
PS 101	INTRO TO POLITICAL SCIENCE	3.0	80-122	M W	1:00- 2:30PM	
PS 101	INTRO TO POLITICAL SCIENCE	3.0	80-123	TH	7:05-10:05PM	
PS 101	INTRO TO POLITICAL SCIENCE	3.0	80-288	S	2:00- 5:00PM	
PS 101	INTRO TO POLITICAL SCIENCE	3.0	80-333	M W	8:30-10:00AM	
PHYSICAL SCIENCE						
PSC 110	PHYSICAL SCI: PHY, CHM, & GEL	3.0	80-124	T	7:05-10:05PM	
PSC 110	PHYSICAL SCI: PHY, CHM, & GEL	3.0	80-336	F	2:00- 5:00PM	
PSYCHOLOGY						
PSY 100	INTRO PSYCHOLOGY-OPEN STUDIES	3.0	80-125	M W	11:30- 1:00PM	NO CREDIT AFTER PSY 101
PSY 100	INTRO PSYCHOLOGY-OPEN STUDIES	3.0	80-126	M	7:05-10:05PM	NO CREDIT AFTER PSY 101
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-127	M W	2:30- 4:00PM	NO CREDIT AFTER PSY 100
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-128	F	11:00- 2:00PM	NO CREDIT AFTER PSY 100
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-129	T TH	8:30-10:00AM	NO CREDIT AFTER PSY 100
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-130	T TH	2:30- 4:00PM	NO CREDIT AFTER PSY 100
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-131	T	7:05-10:05PM	NO CREDIT AFTER PSY 100
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-132	W	7:05-10:05PM	NO CREDIT AFTER PSY 100
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-133	S	2:00- 5:00PM	NO CREDIT AFTER PSY 100
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-289	T TH	11:30- 1:00PM	NO CREDIT AFTER PSY 100
PSY 101	INTRODUCTORY PSYCHOLOGY	3.0	80-290	TH	7:05-10:05PM	NO CREDIT AFTER PSY 100
PSY 202	HUMAN SEXUALITY	3.0	80-291	F	2:00- 5:00PM	
PSY 220	CHILD GROWTH AND DEVELOPMENT	3.0	80-134	M W	10:00-11:30AM	PREREQ-PSY 100 PSY 101

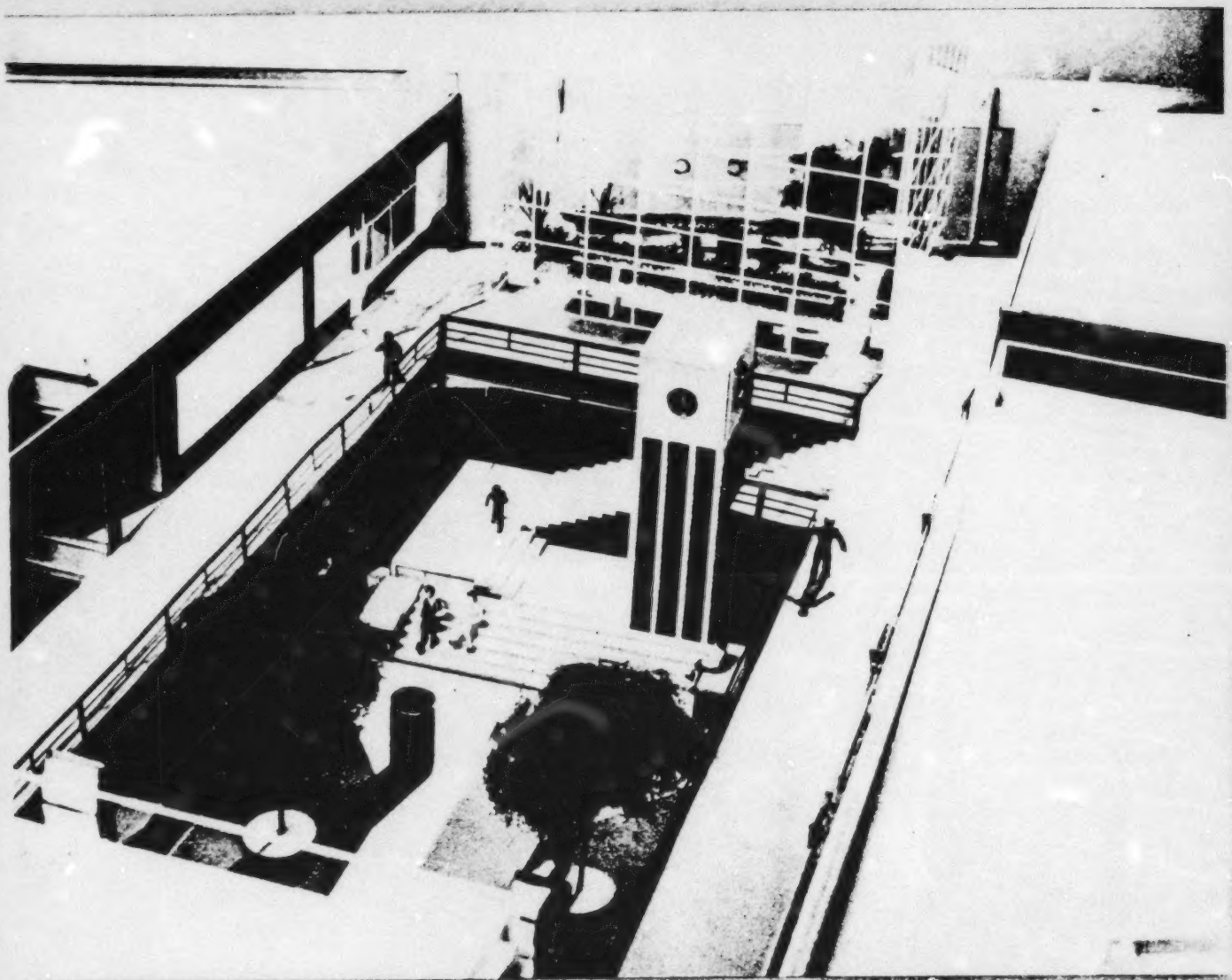
COURSE	COURSE TITLE	CR	SECTION OPN	DAYS	TIMES	PREREQ/COREQ
SECRETARIAL SCIENCE						
SEC 101	TYPING FUNDAMENTALS	3.0	80-135	T	7:05-10:05PM	LAB- $12, 1 HOUR LAB REQ PER WK
SEC 101	TYPING FUNDAMENTALS	3.0	80-136	M W	8:30-10:00AM	LAB- $12, 1 HOUR LAB REQ PER WK
SEC 101	TYPING FUNDAMENTALS	3.0	80-137	F	8:00-11:00AM	LAB- $12, 1 HOUR LAB REQ PER WK
SEC 101	TYPING FUNDAMENTALS	3.0	80-138	T TH	2:30- 4:00PM	LAB- $12, 1 HOUR LAB REQ PER WK
SEC 101	TYPING FUNDAMENTALS	3.0	80-139	S	8:00-11:00AM	LAB- $12, 1 HOUR LAB REQ PER WK
SEC 102	INTERMEDIATE TYPING	3.0	80-140	M W	2:30- 4:00PM	PREREQ-SEC 101, LAB- $12 1 HOUR LAB REQ PER WK
SEC 102	INTERMEDIATE TYPING	3.0	80-141	W	7:05-10:05PM	PREREQ-SEC 101, LAB- $12 1 HOUR LAB REQ PER WK
SEC 103	ADVANCED TYPING I	3.0	80-142	TH	7:05-10:05PM	PREREQ-SEC 102, LAB- $12 1 HOUR LAB REQ PER WK
SEC 111	GREGG SHORTHAND FUNDAMENTALS	4.0	80-143	W	6:05-10:05PM	COREQ: RECOMEND SEC 101
SEC 111	GREGG SHORTHAND FUNDAMENTALS	4.0	80-144	M W	10:00-12:00PM	COREQ: RECOMEND SEC 101
SEC 111	GREGG SHORTHAND FUNDAMENTALS	4.0	80-147	T TH	12:30- 2:30PM	COREQ: RECOMEND SEC 101
SEC 111	GREGG SHORTHAND FUNDAMENTALS	4.0	80-148	S	11:00- 3:00PM	COREQ: RECOMEND SEC 101
SEC 111	GREGG SHORTHAND FUNDAMENTALS	4.0	80-149	F	11:00- 3:00PM	COREQ: RECOMEND SEC 101
SEC 112	INTERMEDIATE GREGG SHORTHAND	3.0	80-145	M W	1:00- 2:30PM	PREREQ-SEC 111 COREQ: RECOMEND SEC 102
SEC 112	INTERMEDIATE GREGG SHORTHAND	3.0	80-146	TH	7:05-10:05PM	PREREQ-SEC 111 COREQ: RECOMEND SEC 102
SEC 220	WORD PROCESSING PRINCIPLES	3.0	80-150	M	7:05-10:05PM	PREREQ-SEC 102, LAB- $12 1 HOUR LAB REQ PER WK
SEC 220	WORD PROCESSING PRINCIPLES	3.0	80-151	S	8:00-11:00AM	PREREQ-SEC 102, LAB- $12 1 HOUR LAB REQ PER WK
SEC 220	WORD PROCESSING PRINCIPLES	3.0	80-315	T TH	11:30- 1:00PM	PREREQ-SEC 102, LAB- $12 1 HOUR LAB REQ PER WK
SEC 288	RECORDS MANAGEMENT	3.0	80-152	T TH	10:00-11:30AM	
SOCIOLOGY						
SOC 100	SOCIOLOGY	3.0	80-153	TH	7:05-10:05PM	
SOC 100	SOCIOLOGY	3.0	80-154	F	11:00- 2:00PM	
SOC 100	SOCIOLOGY	3.0	80-155	M W	2:30- 4:00PM	
SOC 100	SOCIOLOGY	3.0	80-313	T TH	8:30-10:00AM	
SOC 100	SOCIOLOGY	3.0	80-314	S	11:00- 2:00PM	
SOC 103	SOCIAL PROBLEMS	3.0	80-156	M	7:05-10:05PM	
SPANISH						
SPA 101	ELEMENTARY SPANISH I	4.0	80-157	M W	7:05- 9:05PM	
SPEECH						
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-158	W	7:05-10:05PM	
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-159	M	7:05-10:05PM	
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-160	M W	10:00-11:30AM	
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-161	T TH	5:35- 7:05PM	
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-162	M W	8:30-10:00AM	
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-163	F	11:00- 2:00PM	
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-164	S	8:00-11:00AM	
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-310	T	7:05-10:05PM	
SPH 101	FUNDAMENTALS OF SPEECH	3.0	80-311	T TH	1:00- 2:30PM	
SOCIAL SCIENCE						
SSC 150	SOCIAL SCIENCE I	3.0	80-165	T TH	1:00- 2:30PM	
SSC 150	SOCIAL SCIENCE I	3.0	80-166	TH	7:05-10:05PM	
SSC 150	SOCIAL SCIENCE I	3.0	80-312	S	8:00-11:00AM	
SSC 160	SOCIAL SCIENCE II	3.0	80-167	F	2:00- 5:00PM	
WOMEN STUDIES						
WS 216	WOMAN AND PSYCHOLOGY	3.0	80-295	F	2:00- 5:00PM	
WS 230	FEMALE MALE RELTNSHPS IN AMER	3.0	80-294	W	7:05-10:05PM	
COMMUNITY SERVICES						
CE3 080	TOURISM & TRANSPORTION: PREEMPL	3.0	95-051	M W	7:00-10:00PM	LAB- $20
CE3 179	STARTING A SMALL BUSINESS	.5	95-060	W	7:00-10:00PM	LAB- $6
CE4 013	RAPID READING	1.5	95-048	W	1:00- 4:00PM	LAB- $72
CE4 134	NON-TRADITIONAL JOB FOR WOMEN	1.5	95-056	F	1:00- 4:00PM	LAB- $5
CE5 117	WOMEN ASSERTIVE TRAINING I	1.5	95-050	TH	7:00-10:00PM	LAB- $8
CE7 018	FITTING ACTIVIT OLDER ADULTS I	3.0	95-059	T TH	1:00- 3:00PM	LAB- $5
CE7 018	FITNESS ACTIVIT OLDER ADULTS I	3.0	95-059	T TH	1:00- 3:00PM	LAB- $5

How Do I Get Involved?

CALENDAR

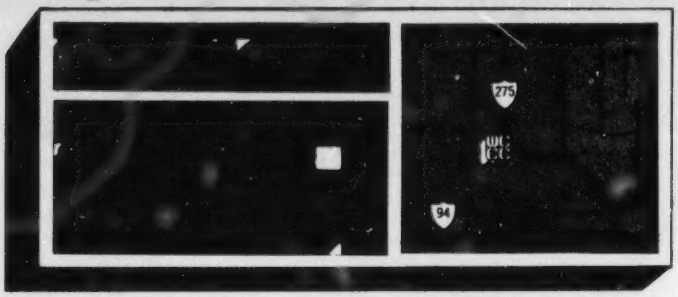
Mail Registration starts July 27, 1981
Walk-In Registration (TO BE ANNOUNCED)
Start of Classes (TO BE ANNOUNCED)

Find out more about the programs and services that interest you. Indicate your preferences on the form and mail today . . . mail-in registrations will be processed starting July 27, 1981.



The western branch of **Wayne County Community College** is a composite campus within one building. All the traditional elements associated with a college campus (quadrangles, lawns, fountains, clocktowers) are integrated into the interior of the building.

For more information about the Wayne County Community College Western Center, call 697-3000.



9820 Haggerty Road, Van Buren, MI 48111

Wayne County Community College
WCCC
4612 Woodward Avenue
Detroit, Michigan 48201
Telephone: (313) 832-5500

January 12, 1981

Mr. Garnett Hegeman, Jr., Superintendent
Inkster Public Schools
29115 Carlysle
Inkster, MI 48141

Dear Mr. Hegeman:

Greetings and as always, I hope this letter finds you well. With the scheduled Fall 1981 opening of the Western Center, located near the intersection of I-275 and I-94, Wayne County Community College will have completed the construction of it's fourth major regional campus. A total of five such campuses comprise Wayne County Community College's goal of placing modern well equipped facilities well within the reach of every citizen in the county.

To commemorate the opening of the regional centers, tuition scholarships have been granted to prospective students in the area. This occurred in 1978 with the opening of the Downriver Center in Taylor and in 1979 with the opening of the Downtown Center in Detroit. Now it's Western Wayne County's turn. I am pleased to pass on scholarship applications for distribution by and within your school district. You may use whatever criteria deemed appropriate by your district. The application forms contain the basic restrictions mandated by our College.

Other than those minor restrictions, we are asking that prospective students be identified, forms completed and returned to us.

If you have any questions or concerns, please feel free to contact me.

Best regards,

Julius R. Brown

Julius R. Brown
Regional Dean

Wayne
County
Community
College

WC
CC

4612 Woodward Avenue
Detroit, Michigan 48201

Telephone: (313) 832-5500

January, 1981

Dear 1981 Graduating Senior:

Congratulations on completing your high school education. Although your commencement has not occurred as of this date, I am hopeful that you give some thought as to "what comes after graduation." In today's world, some form of post-secondary education is essential. In this regard I ask that you take a few moments to consider WAYNE COUNTY COMMUNITY COLLEGE.

Our institution has an "Open Door" admissions policy -- admission is automatic for all high school graduates and those persons 18 years of age or older. Wayne County Community College provides low cost, $20 per credit hour, high quality instruction for residents of Wayne County. We have all of the financial aid and assistance programs that other colleges feature as well as scholarship programs unique only to WC3. In addition, we are fortunate to have a well-developed Student Services component which provides assistance to students as needed.

It is an exciting time at Wayne County Community College. We are in the process of building a major campus, the Western Wayne County Center, located on Haggerty Road near the intersection of I-275 and I-94 Expressways in Van Buren Township. The new facility will offer the traditional Liberal Arts courses that prepares students to transfer to four-year institutions. Additionally, there will be occupational and vocational-technical programs that lead to rewarding employment upon completion. Programs at the new Western Wayne County Center will be taught in some of the most modern and well-equipped laboratories and educational resources in the State.

Our new facility will officially open in the Fall of this year. You can be one of the first students to enter. For more information please call Dr. Julius R. Brown, Regional Dean, or Mrs. Janet Maxey, Director of Student Services, at 697-3000.

Whatever you decide, I again compliment you on your educational achievement. On behalf of the Board of Trustees, faculty and staff, I welcome your consideration of Wayne County Community College. It is my hope that you will be a part of that first group of students to utilize our new facility.

With kindest regards,

Richard Simmons, Jr.

Richard Simmons, Jr.
President

cc: James R. McCartney, Trustee, District 7

J1-50

Commemorative Scholarship

Honoring the Opening of the

Western Center of Wayne County Community College

Perspective

With the scheduled Fall, 1981 opening of the Western Center, located near the intersection of I-275 and I-94, Wayne County Community College will have completed construction of its fourth major regional campus. A total of five such campuses comprise the College's goal of placing modern well equipped facilities well within the reach of every citizen in the County.

To commemorate the opening of regional centers, tuition scholarships have been granted to prospective students in the area. This occurred in 1978 with the opening of the Downriver Center in Taylor and in 1979 with the opening of the Downtown Center in Detroit.

General Information

Applications must be returned by April 1, 1981. Notification of award will be sent no later than May 15, 1981.

Award:

1. Tuition and Fees only ($280 per semester subject to tuition increases)
2. One full academic year (Fall, 1981 and Winter, 1982 only)
3. Non-renewable**

Requirements:

1. Graduate from high school or G.E.D. recipient in year of application.
2. Recommended by:
   a. High School Representative
   b. Labor Union
   c. Community Agency
3. Full-time enrollment
4. Award contingent on attendance at the new Western Center only!

**Students are encouraged to apply for B.E.O.G. before expiration of their Commemorative Scholarship Award to ensure continuation of some source of financial assistance.

List of Recruitment Objectives

Recruitment Objective #1	Performed By	Target Date
Direct mailing to all 1981 graduating seniors in the Western Region	Letter from the President, coordination of the effort- J. Brown	1-30-81
Recruitment Objective #2		
Distribution of brochure to appropriate target area populations	Western Region Staff, Student Services in particular	2-28-81
Recruitment Objective #3		
Personal contact or recontact each superintendent within the Region	Julius Brown	3-24-81
Recruitment Objective #4		
Hold a Principals/Counselors Workshop to stir interest in the new center and give direct recruitment assistance	Western Region Staff, J. Maxey, coordinating	2-15-81
Recruitment Objective #5		
Use the Mobile Unit as a recruitment and publicity tool.	Fred Novak and regional staff	on-going
Recruitment Objective #6		
Contact all Chambers of Commerce within the Region	J. Brown, R. Cromwell and Community Relations Coordinator	5-1-81
Recruitment Objective #7		
Introductory letters to community leaders within the target area	Western Region, ACAC#7 and Central Administration	4-30-81
Recruitment Objective #8		
Develop a recruitment portfolio	J. Brown, J. Maxey and Admissions	12-5-80

Recruitment Objective #9	Performed By	Target Date
Use the recruitment capacities of the Admissions Office to promote Western Center opening	J. Maxey and Smith	On-going
Recruitment Objective #10		
Introductory and recruitment letters to church pastors. They will be asked to distribute promotional materials	Western Staff	May 15, 1981
Recruitment Objective #11		
Distribution of program fliers	Western Staff and Admissions Unit	6-30-81
Recruitment Objective #12		
Meet with Facility Coordinators within the target area and gain their assistance in recruitment efforts	J. Brown, J. Maxey and C. Trinity	3-30-81
Recruitment Objective #13		
Contact MESC and Manpower offices to see if joint programs are possible	J. Brown, A. MacDonald and Community Relations Coordinator	4-15-81
Recruitment Objective #14		
Speak to various civic, business, educational and other groups in the Region	Regional Staff	Continuous
Recruitment Objective #15		
Systematic use of available scholorships to promote the opening	J. Maxey	Continuous Plan by Dec. 15, 81
Recruitment Objective #16		
Maintain contact with Wayne County Intermediate School District	J. Brown, A. MacDonald and Community Relations Coordinator	On-going

Recruitment Objective #17	Performed By	Target Date
Utilize the CS/CE mailing list for the target area to interest potential students	List will be provided by J. Terry. The follow-up will by by Regional Staff	Special Fliers 7-1-81
Recruitment Objective #18		
Use the state funded Articulation Project for the benefit of the Launch	J. Brown and Instructional Staff	On-going
Recruitment Objective #19		
Popular description of specific programs and courses	J. Brown, A. MacDonald and appropriate staff	7-1-81
Recruitment Objective #20		
Hold a workshop for non-school guidance personnel	J. Maxey and Student Services Staff	5-30-81
Recruitment Objective #21		
Promotion of mail registration for the Fall Term	J. Maxey and staff	May, June and July, 8
Recruitment Objective #22		
Participate in all "College Night" programs and systematic follow-up	J. Maxey and staff	On-going
Recruitment Objective #23		
Establish lay contacts with business and industry in the target area	J. Brown, A. MacDonald R. Cromwell and Community Relations Coordinator	On-going
Recruitment Objective #24		
Plan a package of Launch tasks which can be performed by ACAC#7	Western Staff	12-1-80
Recruitment Objective #25		
Staff recruitment booths at main shopping malls in the area	Western Staff and Community Relations Coordinator	June and July 1981

Recruitment Objective #26	Performed By	Target Date
Follow-up of students who once attended Western Region Centers	Admissions, J. Brown and J. Maxey	6-10-81
Recruitment Objective #27		
Establish Voc. Tech. Advising Day once per week	Student Services and Voc. Tech. Instructional Staff	Continuous
Recruitment Objective #28		
Assign specific Student Service Coordinators to work with specific Art Academic Program candidate	J. Brown and Student Services	Continuous
Recruitment Objective #29		
Send letters of congradulations to graduates of Adult Education Programs	Western Staff	Continuous
Recruitment Objective #30		
Provide recruitment presentations to local groups and promote enrollment	Western Staff	Continuous
Recruitment Objective #31		
Contact area high schools on a monthly or regular basis (4-6 weeks) to promote the new center	Student Services	On-going
Recruitment Objective #32		
Use the Veteran Outreach Program to attract new students	J. Brown, J. Maxey, & C. Pascaretti	1-20-81